



REQUEST FOR PERMIT REVISION

250 Frank H. Ogawa Plaza, Suite 2114, Oakland, CA 94612-2031
Online Permit Center: <https://aca-prod.accela.com/OAKLAND/Default.aspx>

I hereby request the City of Oakland, Planning and Building Department, Bureau of Building to perform Building Permit Revision Plan Check and permit processing work for Survey, Plot Plan, related Grading Permit, and Building Code compliance; and/or Zoning Regulations requirements during regular or outside normal working hours as indicated below.

I agree to pay the adopted Fee Schedule rate for this additional (1 hour minimum for each Division authorized below, EXCEPT Zoning Division requires 2 hours minimum).

I acknowledge that the Bureau of Building and Zoning will not guarantee immediate service for this request but will make all reasonable efforts to provide this service in a timely manner. I also acknowledge that this authorization only applies to the reviews stated above and not any approval and plan check work accomplished by others for other requirements. Building revision plan check may take from 5 days to 3 weeks, depending on the size and nature of the revision. Zoning/Design Review revision plan check may take up to 60 days. An expedited overtime revision plan check for Building and Zoning permits will be performed in half the time as regular review.

Read our webpage that describes the revision types and how to submit at: [How to Submit a Revision for Building or Zoning...](#)

Building Permit Application #: _____ Zoning/Design Review Application #: _____

Original Building Plan Checker Name: _____ Original Case Planner: _____

Did Inspector Require Revision? Yes No If Yes - Name of Inspector: _____

Project Address: _____

Description of Revision

Identify Change in Valuation: From: _____ To: _____

- Request Building & Planning/Zoning
 Building Review Only
 Planning/Zoning Review Only
 Expedited Building Review requested
 Expedited Planning/Zoning Review requested

Applicant Signature: _____ Date: _____

Applicant Name: _____ Contact Number: _____ Email Address: _____

(Please Print)

Zoning Office Use Only

Approved Per Plan Submitted on:

By _____

Date _____

REVISION PLAN CHECK PROCEDURES

OVERVIEW

The applicant must apply for a revision when changes are made to issued permits. If a revision is for exterior changes or change in use then the revision will require Planning/Zoning approval in addition to Building approval.

BILLING

The billing rate is established per the Master Fee Schedule (one hour minimum for each division with fractions of hours rounded up to the nearest 1 hour-e.g., 1hr. and 20 minutes is billed as 2 hours). Fees are paid to the cashier after the revision has been reviewed but prior to its issuance.

PAYMENT OF FEES and REVISION ISSUANCE

- Process:** Once completed plans are accepted they are assigned for plan check which depending on the revision scope can take up to two weeks or longer. Completed (approved) revisions will be sent to Final Check which will be completed within 5 business days.
- Notification:** **Applicants will receive emails during the process and should check spam.**
- Issuance:** Fees may be paid by calling the Cashiering office at 510-238-4774. Once payment is made within 48 hours you will receive an email with the plans and that you may proceed with inspections.

<p style="text-align: center; margin: 0;">THIS BOX FOR BUILDING OFFICE USE ONLY</p> <p>Total Revision Hours @ \$302.76/hr *: _____</p> <p>Overtime Hours @ \$454.15/hr*: _____</p> <p>Building Fees Due: \$ _____</p>
<p style="text-align: center; margin: 0;">THIS BOX FOR ZONING OFFICE USE ONLY</p> <p>Total Revision Hours @ \$302.76/hr *: _____</p> <p>Overtime hours @ \$454.15/hr *: _____</p> <p>Zoning Fees Due: \$ _____</p>

*Includes Record Management & Tech Enhancement 12.7%