

CITY OF MERCER ISLAND

COMMUNITY PLANNING & DEVELOPMENT

9611 SE 36TH STREET | MERCER ISLAND, WA 98040

PHONE: 206.275.7605 | www.mercergov.org



REVISION/DEFERRED SUBMITTAL FORM

Site Address _____ Permit Number _____

CONTACT INFORMATION

Name: _____

Phone Number: _____

Email Address: _____

Description of revision:

Check all boxes that apply

<input type="checkbox"/>	This is a revision to an already issued permit.				
<input type="checkbox"/>	This is a revision or modification to a plan currently in review.				
<input type="checkbox"/>	This is a deferred submittal to an already issued permit.				
<input type="checkbox"/>	The Proposed Change Increases or Decreases the Project Valuation.				
	Updated Valuation is Now:				
<input type="checkbox"/>	Changes to Building Footprint*	<input type="checkbox"/>	Trees Retained/Removed	<input type="checkbox"/>	Stormwater Revision
<input type="checkbox"/>	Add/Reduce Floor Area*	<input type="checkbox"/>	Changes to Tree Protection	<input type="checkbox"/>	Sewer Revision
<input type="checkbox"/>	Framing Changes	<input type="checkbox"/>	Site Plan Changes*	<input type="checkbox"/>	Water Revision
<input type="checkbox"/>	Structural Changes	<input type="checkbox"/>	Changes to Hardscape*	<input type="checkbox"/>	Rockery/Retaining Wall
<input type="checkbox"/>	Other				

* include updated Site Development Worksheet w/ submittal

Instructions:

1. Consider how the revision impacts the architectural, structural and civil plan sets.
 - a. Updated all affected plan sheets and cloud changes.
 - b. Merge updated plan sheets into a single pdf file.
 - c. Bookmark each sheet with sheet number and description. Ie: A1 – Site Plan
2. On page two of this form, list each sheet number that has changes and briefly describe those changes. Provide additional sheets if necessary.
3. Review associated City Forms and update as needed. Ie: an updated Site Development Worksheet or Residential Fire Area Square Footage Calculation may be required.
4. Upload this form along with the revised plans, and any relevant forms or supplemental documents to the File Transfer Site. See instructions for the upload on page two.

FTP SITE INSTRUCTIONS

- A. Please upload to the File Transfer Site <https://sftp.mercergov.org> (user name: guest, password: eplan)
- B. Click on the inbox to open
- C. Create a new folder (use your permit number or project address as the folder name)
- D. Click on your new folder to open
- E. Upload the files into the new folder

Indicate each sheet number that has changes and briefly describe changes that were made:

Sheet #	G001	UPDATE OWNER AGENT / CONTACT. NO CHANGES TO PROJECT DATA
Sheet #	AD210- AD302	UPDATED DEMOLITION AS A RESULT OF ROT DISCOVERY AND FRAMING REPLACEMENT
Sheet #	A212 / A213	ADDED WINDOWS IN STAIR ATRIUM AND OFFICE
Sheet #	A214	ROOF AREA REPLACED AS A RESULT OF ROT
Sheet #	A301-A404, A411	UPDATE ROOF PROFILE, ADDED WINDOWS AND ADDITIONAL REPLACED SIDING
Sheet #	A612	WINDOWS ADDED OFFICE 304C/D, ST-01A-H, WINDOW 301A SIZE CHANGED
Sheet #	A701	R2 & R3 ADDED, ALL ROOF ASSEMBLIES CHANGED TO CLOSED CELL INSULATION TO MATCH (E) SYSTEM
Sheet #	S2.3 - S2.4	FRAMING UPDATES TO ADDRESS ROT RELATED CHANGES
Sheet #	S4.2 / S4.3	ADDED FRAMING DETAILS TO ADDRESS ROT RELATED CHANGES
Sheet #		
Sheet #		
Sheet #		
Sheet #		

REFER TO SCOPE CHANGES NARRATIVE ADDED TO ALL SHEETS FOR ADDITIONAL INFORMATION

ALL CHANGES TO PLANS MUST BE INDICATED WITH CLOUDS