



**COUNTY OF RIVERSIDE  
BUILDING AND SAFETY DEPARTMENT  
DEFERRED SUBMITTALS AND PLAN REVISIONS FORM**

*SAM SHAHROURI  
DEPUTY DIRECTOR OF TLMA  
BUILDING OFFICIAL*

To appropriately process deferred submittal items or plan revision requests, this form shall be completed in its entirety by either the design professional of record or the permit applicant. Providing the following information will ensure an accurate and effective plan review occurs in a timely manner. **Advisory Note:** Missing or inaccurate information either within this document or the proposed construction drawings and any supporting documents may delay the review and approval process. Every effort shall be made by the applicant to provide all necessary information prior to submittals.

**Deferred Submittal:** \_\_\_\_\_

**Plan Revisions:** \_\_\_\_\_

<b>Permit Number:</b>	
-----------------------	--

**Date:** \_\_\_\_\_

**THE FOLLOWING SUMMARY OF CHANGES MUST BE COMPLETED BY THE APPLICANT PRIOR TO APPROVAL FOR PLAN REVISION OR DEFERRED SUBMITTALS. ADDITIONALLY, EACH SHEET OF REVISED PLANS SHALL CLEARLY IDENTIFY THOSE CHANGES ON THE PLANS WITH A DISTINGUISHABLE METHOD SUCH AS CLOUDS.**

Sheet No.	Summary of Changes

**Plan check review for plan check revisions and/or deferred submittal may incur additional plan check fees.  
Plan Check turnaround time varies based on the type of submittal and the scope of each revision.**