



**Bureau of
Development
Services** FROM CONCEPT
TO CONSTRUCTION

TEMPORARY CHANGES TO CORRECTIONS PROCESS DUE TO COVID-19 HEALTH EMERGENCY

CHECKSHEET RESPONSES

Each checksheet response must be complete, with the responses to all checksheet items in chronological order and as specified by review group. BDS will not log in corrections for incomplete/partial responses. Plans will be filed at BDS and customers will need to schedule another time to pick those plans up.

PLAN SET AND PAGE REPLACEMENT AND REDLINING

1. If entire set replaced, write the date that those sheets were replaced on the front coversheet with a note which states, "replaced entire set."
2. If some pages are replaced, write the date that sheet was replaced on each of the pages that are new.
3. If coversheet replaced, write the complete permit number (year-6 digit # - REV, etc. – permit type – EX: 20-123456-REV-01-CO) along the right-hand edge of the cover sheet in RED.
4. Remove and write "VOID" on pages that will be replaced.
5. Insert replacement or additional pages in place of previous pages. Please remember to write the date the new/ replacement page was added to the set of plans.
6. Place all "VOID" pages in the back of #1 set.
7. Place "VOID" pages from #2, #3, and/or #4 sets in the back of the set the page came from **only if those have redlines or City stamps.**

DO NOT TAPE, GLUE, OR STAPLE CHANGES TO PLAN SETS. EITHER REDLINE THE PLANS OR REPLACE THE SHEET THAT HAS CHANGED.

ALL REDLINES TO BE DONE WITH RED PEN OR MARKER

KEEP PREVIOUS PAGES FOR #1 SET OF PLANS AND PAGES WITH STAMPS AND REDLINES FOR SET #2, #3, AND #4.

RESPOND TO ALL ITEMS ON CHECKSHEET

SUPPLEMENTAL DOCUMENTS

If you are submitting revised or additional documents, write today's date and permit number on the documents coversheet with a note that states either, "Replacing Previous Documentation" or "Replacing Additional Documentation".

RETURNING PLANS TO PERMIT CENTER "LOBBY AREA"

Call 503-823-7357 to be placed on schedule for Corrections Drop off.

Place plans with completed CHECKSHEET RESPONSE(S) and any supplemental documents on the rack marked "CORRECTIONS DROP OFF"