



DEPARTMENT OF RESOURCE MANAGEMENT

Building and Planning Divisions

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DROP OFF SUBMITTAL FORM

Shasta County Department of Resource Management accepts dropped off revisions and supplemental data for permits and projects currently in process. **New permit and project submittals will not be processed through drop off.** All items with an asterisk* must be completed. All revisions must be noted on the plans or in an accompanying response letter. Please provide the name, phone number and email for the contact person for the permit or project in case questions arise from this submittal.

*Application Number: _____ *Contact Name: _____

*Phone Number: _____ *Email: _____

Building Permit Revisions/Supplemental Data

Check all items that apply and fill in the number of copies:

- ___ Sets of Revised Building Plans
- ___ Response Letter to Plan Check Corrections
- ___ Sets of Truss Calculations
- ___ Sets of Engineering
- ___ Revised Plot Plan(s)
- ___ Additional Floor Plans
- Other items (Please List):

Planning Project Revisions/Supplemental Data

*Project Planner: _____ *Project Number: _____

Items Submitted (Please List):

I understand the submitted items will be processed in order of acceptance. If the resubmittal of items is incomplete the person listed on this form will be contacted.

Signature: _____ Date: _____

Date Received:

Received By: _____