DEPARTMENT OF RESOURCE MANAGEMENT

Building and Planning Division

1855 Placer Street, Suite 102
Redding, California 96001
Phone: (530) 225-5761 Fax: (530) 245-6468
Inspection Request Line: (530) 244-5068
Web: building.co.shasta.ca.us Email: resourcemanagement@co.shasta.ca.us

DROP OFF SUBMITTAL FORM

(Rev: 09-01-17)

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:_____

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

Building Permit Revisions/Supplemental Data

☐____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:_____