



Commercial Plan Review – Plan Change Submittal Form

Revision for Issued Permits Only

Project Name	Date
Project Address	Permit Number

Applicant Name	Company Name
Applicant Email (REQUIRED)	Applicant Phone (REQUIRED)

Revisions to approved plans must be prepared & certified by the Design Professional prior to submittal for code review.

Design Professional in Responsible Charge	Company Name
Design Professional Email (REQUIRED)	Design Professional Phone (REQUIRED)

Submittal Information (check all that apply):

Reason for Submittal:

- Response to plan review comments/conditions.
- Request for information originated by city inspector.
- Revisions to approved plans or submittal after permit is issued.

Plan changes affect the following areas:

<input type="checkbox"/> Life Safety/Mean of Egress	<input type="checkbox"/> Structural
<input type="checkbox"/> Fire Resistance Rated Construction	<input type="checkbox"/> Zoning/UDC
<input type="checkbox"/> Architectural	<input type="checkbox"/> Other Code related changes

Detailed explanation of revisions: Include sheet number (cloud & date all revisions).

	Drawing #	Sheet #
	Drawing #	Sheet #
	Drawing #	Sheet #
	Drawing #	Sheet #
	Drawing #	Sheet #

Plan changes are not approved until official notice is sent from Plans Examiner. Upon approval of changes, is the permit holder's responsibility to ensure approved plan changes are on site.

City of Duluth – Office Use Only

Plans Examiner Approval:	Plan Change Approval #:
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Plan Change Submittal Instructions – Revisions for Issued Permits Only

Code related changes to approved plans must be submitted to Construction Services for review and approval prior to the work being started. Revisions to approved plans must be prepared and certified by the design professional prior to submittal for code review. Fill out the Plan Change Submittal Form, attach supporting documents for the requested change and email to permittingservices@duluthmn.gov. The plans examiner may request additional information or copies upon receiving the documentation.

A plans examiner will review the submitted changes and respond back to the applicant with comments, questions, or approval. Until an approval is received, the change is not considered accepted. Our goal is to review plan changes within 3 – 5 business days.

Questions regarding the submittal process may be directed to permittingservices@duluthmn.gov or call 218-730-5240.