Listed below are the plan review correction letter templates which are used by City staff as the basis for the plan review and written correction letters for the most common types of plans, calculations, and specifications submitted for a permit. The correction letters are broad in nature and attempt to cover the majority of required compliance items which may apply to the type of project presented. All items on the correction letters will not apply to every project. Only those items pertinent to the scope of work for the specific project presented shall apply. Additional corrections may also be added to the correction letter based on the unique conditions of a particular submittal. It is recommended that applicants review the appropriate correction letter template to verify content of the plans during plan preparation and prior to submittal to include all items necessary to help expedite the review process. Incorporating the items in the plan submittal identified in the correction letter template can significantly reduce plan review time and the number of re-submittals required to obtain approval of a permit application. Click on the plan correction letter title and the full text of the correction letter will be provided.

New Single Family Residence
New Single Family Residence in a Wildland-Urban Interface Area (Chapter 7A)
Patio Cover
Patio Cover in a Wildland-Urban Interface Area (Chapter 7A)
Room Addition
Room Addition in a Wildland-Urban Interface Area (Chapter 7A)
Swimming Pool/Spa
Solar PV System
Commercial T.I.