



CITY OF HUNTINGTON BEACH

COMMUNITY DEVELOPMENT DEPARTMENT

BUILDING DIVISION

2000 Main Street
Huntington Beach, CA 92648
(714) 536-5241

RE-SUBMITTAL AND REVISION (PAPER)

RESUBMITTAL

Option 1: Resubmit Complete sets

1. Prepare documents required:
 - [Plan Check Submittal Form](#)
 - Transmittal letter (specify which sheets are revised)
 - Plan Documents (Number of plans required to be submitted):
 - Architectural and Structural – 3 sets
 - Support documents (e.g. Calculations) – 2 sets
 - Mechanical – 2 sets
 - Electrical – 2 sets
 - Plumbing – 2 sets
2. Bundle together plans and documents required with rubber bands
3. Drop off at “Re-sub/Revision” bin outside of City Hall building Monday-Friday between 9am-4pm
(In front of sliding doors next to bike racks)
Permit technician will review plans for completeness and route plans after 36 hours quarantine time has passed
(If submitted with plastic bags, please expect longer quarantine time up to 1 week)

NOTE: LOOSE PLANS THAT ARE NOT BUNDLED TOGETHER WITH NO TRANSMITTAL LETTER WILL NOT BE PROCESSED.

Option 2: Resubmit Slip-sheeted sets

1. Make an appointment to pick up sets of plans submitted previously. Call 714-375-5153.
2. Incorporate new sheets into plans to make complete sets (please remove sheets that are no longer applicable)
3. Prepare documents required:
 - [Plan Check Submittal Form](#)
 - Transmittal letter (specify which sheets are revised)
 - Plan Documents (Number of plans required to be submitted):
 - Architectural and Structural – 3 sets
 - Support documents (e.g. Calculations) – 2 sets
 - Mechanical – 2 sets
 - Electrical – 2 sets
 - Plumbing – 2 sets
4. Bundle together plans and documents required with rubber bands
5. Drop off at “Re-sub/Revision” bin outside of City Hall building Monday-Friday between 9am-4pm
(In front of sliding doors next to bike racks)
6. Permit technician will review plans for completeness and route plans after 36 hours quarantine time has passed
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REVISION (TO ISSUED PERMIT)

1. Prepare documents required:
 - [Plan Check Submittal Form](#)
 - Transmittal letter (specify which sheets are revised)
 - Include 2 complete sets of revised plans (3 sets required if adding square footage on building plans)
2. Bundle together plans and documents required with rubber bands
3. Drop off at “Re-sub/Revision” bin outside of City Hall building Monday-Friday between 9am-4pm
(In front of sliding doors next to bike racks)
4. Permit technician will review plans for completeness and route plans after 36 hours quarantine time has passed
(If submitted with plastic bags, please expect longer quarantine time up to 4 days)

NOTE: LOOSE PLANS THAT ARE NOT BUNDLED TOGETHER WITH NO TRANSMITTAL LETTER WILL NOT BE PROCESSED.