

Commercial Plan Review - Plan Change Submittal Form

Revision for Issued Permits Only

Project Name	Date	
Project Address	Permit Number	
Applicant Name	Company	
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	
Design Professional Email (REQUIRED)	Design Professional Phone (REQUIRED)	
Submittal Information: Please check all that apply		
Reason for Submittal: <input type="checkbox"/> Response to plan review comments / conditions. <input type="checkbox"/> Request for information originated by city inspector. <input type="checkbox"/> Revisions to approved plans or submittal after permit issued.		
Plans changes affect the following areas: Please check all that apply. <input type="checkbox"/> Life Safety / Means 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 and date all revisions)		
	Drawing #	Sheet #
<i>Plans may be submitted electronically or if preferred, (2) full size hard copies may be submitted to Construction Services.</i>		
Plan changes are not approved until official notice is sent from plans examiner. Upon approval of changes, it 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 #:	

Plan Change Submittal Instructions – Revisions for Issued Permits Only

Code related changes to approved permit 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 planreview@duluthmn.gov.

Electronic submittal will be accepted on maximum 11 x 17 size documents in the same scale as the original approved plans. For larger formats, (2) hard copies must be submitted to the Construction Services office. The plans examiner may request additional information or copies upon receiving the documentation.

For changes affecting the Life Safety Plans/Code Summary (4) full size hard copies must be submitted to Construction Services.

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 planreview@duluthmn.gov or call 218-730-5240.