



LETTER OF TRANSMITTAL FOR BUILDING PERMIT REVISIONS OR CORRECTIONS

Planning & Building Department – Building Division

200 S. Willow St. | ph: (307) 733-7030
P.O. Box 1727 | www.tetoncountywy.gov
Jackson, WY 83001

RETURN YOUR REVISIONS OR CORRECTIONS, WITH THIS FORM AS THE COVER PAGE

It is the responsibility of the person submitting to collate to the existing plans.

Revisions will not be accepted after 4:00 pm

- 1. **DATE:** _____
- 2. **AUTHORIZED AGENT OR OWNER:** _____
- 3. **PHONE NUMBER:** _____
- 4. **EMAIL ADDRESS:** _____
- 5. **PERMIT #** _____

The following information is required:

Key: = Y = meets submittal requirements
 N = missing or incomplete information – letter of explanation required
 NA = not applicable to this application

_____ For residential, 2 copies of all revised sheet AND 1 revised CDs. For commercial, 2 copies of all revised sheets AND 2 revised CD's

_____ Summary page of the changes and page numbers where changes are shown

_____ Changes are clouded on the plan sheet(s)

_____ Changes in site development. Identify the following:

- | | |
|---|--|
| _____ Footprint of Existing Structures/Buildings | _____ Decks/porches more than 30" above grade or covered decks |
| _____ Footprint of Proposed Structures/Buildings | _____ Decks/porches less than 30" above grade or uncovered decks |
| _____ Paved and unpaved driveways and parking areas | |
| _____ Terraces (including sand-set), sidewalks, etc. | |
| _____ Other areas of the property which are not vegetated | |
| _____ TOTAL | |

_____ Changes in habitable and non-habitable floor area. Identify the following

Original Submittal	This Revision	Net Change	
_____	_____	_____	Proposed Habitable, Above Grade
_____	_____	_____	Non-habitable, Above Grade
_____	_____	_____	TOTAL ABOVE GRADE
_____	_____	_____	Habitable, below grade
_____	_____	_____	Non-Habitable, below grade
_____	_____	_____	TOTAL BELOW GRADE

_____ A revised grading permit application , if applicable

_____ A revised septic permit application, if applicable

_____ Cost of construction for revisions:

\$ _____

NOTE: Fees will be assessed for additional square footages, plumbing, mechanical or electrical work, including additional plan review fees for both Planning and Building. For grading permit revisions, a fee of \$300 applies. For changes that require an upgrade to the septic system, a \$50.00 fee applies. Energy Mitigation and Affordable Housing fees may also be assessed.