



**TOWN OF HILLSBOROUGH**  
**BUILDING & PLANNING DEPARTMENT**

1600 FLORIBUNDA AVE, HILLSBOROUGH, CA 94010  
Phone: 650.375.7411 ~ Fax: 650.375.7415 ~ Website: [www.Hillsborough.net](http://www.Hillsborough.net)

**REVISIONS TO EXISTING PROJECTS UNDER CONSTRUCTION**

Project Address: \_\_\_\_\_

Permit # \_\_\_\_\_

Application Date: \_\_\_\_\_

**Contact Name:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

**Owner:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

**Description of Revision:**

*(Please note: Any Exterior Change/Modification will require Planning Department review/approval prior to Building Dept. submittal)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Checklist:**

All applications for revisions to an active permit must contain the following:

- \_\_\_ 1. Minimum two sets of revised plans (three if civil sheets are included).
- \_\_\_ 2. An Itemized list of changes or corrections, specifying the locations on the plans.
- \_\_\_ 3. All revisions must be clearly bubbled or clouded showing the revision.
- \_\_\_ 4. Delta all revisions and note revisions on the Title Block. If pages are new, change the index sheet.