



Planning & Development Services
REVISION APPLICATION

Original Permit Number:	Date:
Revision Given Valuation:	Revision Number:
Project Address:	
Property Owner Name:	
Applicant/Contact Information	
Description of Revision	

How to Submit a Building Permit Revision:

1. Create a [Palo Alto Accela Citizen Access \(ACA\)](#) account if you do not have one already.
2. Start a [Building Permit Pre-Application](#) and select "Revision to Existing Building Permit" as the work type.
3. PLAN FILE: Upload plans (revised & new sheets only, in PDF format). Delta cloud all revisions.
Use filename: C1_ADDRESS_PLAN
4. DOC FILE: Upload a **revision letter explaining the changes on each sheet** and all other supporting documents.
Use filename: C1_ADDRESS_DOCS