CITY OF MERCER ISLAND

COMMUNITY PLANNING & DEVELOPMENT
9611 SE 36TH STREET | MERCER ISLAND, WA 98040
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REVISION/DEFERRED SUBMITTAL FORM

Site Address 5401 West Mercer Way Permit Number 2103-222

CONTACT INFORMATION

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Description of revision:

Carport roof structure and the concrete below and next to the carport, has been revised. Main level Entry, bathroom, and closets have been slightly reconfigured. Lower level bathroom fixtures swap location.

Check all boxes that apply

☑	This is a revision to an already issued permit.				
☐	This is a revision or modification to a plan currently in review.				
☐	This is a deferred submittal to an already issued permit.				
☐	The Proposed Change Increases or Decreases the Project Valuation.				
	Updated Valuation is Now:				
☑	Changes to Building Footprint*	☐	Trees Retained/Removed	☐	Stormwater Revision
☐	Add/Reduce Floor Area*	☑	Changes to Tree Protection	☐	Sewer Revision
☑	Framing Changes	☑	Site Plan Changes*	☐	Water Revision
☑	Structural Changes	☑	Changes to Hardscape*	☑	Rockery/Retaining Wall
☐	Other				

* include updated Site Development Worksheet w/ submittal

Instructions:

1. Consider how the revision impacts the architectural, structural and civil plan sets.
   a. Updated all affected plan sheets and cloud changes.
   b. Merge updated plan sheets into a single pdf file.
   c. Bookmark each sheet with sheet number and description. Ie: A1 – Site Plan
2. On page two of this form, list each sheet number that has changes and briefly describe those changes. Provide additional sheets if necessary.
3. Review associated City Forms and update as needed. Ie: an updated Site Development Worksheet or Residential Fire Area Square Footage Calculation may be required.
4. Upload this form along with the revised plans, and any relevant forms or supplemental documents to the File Transfer Site. See instructions for the upload on page two.

FTP SITE INSTRUCTIONS

A. Please upload to the File Transfer Site https://sftp.mercergov.org (user name: guest, password: eplan)
B. Click on the inbox to open
C. Create a new folder (use your permit number or project address as the folder name)
D. Click on your new folder to open
E. Upload the files into the new folder

Indicate each sheet number that has changes and briefly describe changes that were made:

Sheet #		Please see attached
Sheet #		
Sheet #		
Sheet #		
Sheet #		
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Sheet #		
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Sheet #		

ALL CHANGES TO PLANS MUST BE INDICATED WITH CLOUDS