



# City of Lake Oswego

## Revisions to ISSUED permits

Submit to: [Permits@lakeoswego.city](mailto:Permits@lakeoswego.city)

Plans Examiner: \_\_\_\_\_

Permit #: \_\_\_\_\_ Date: \_\_\_\_\_

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

Applicant: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact #: \_\_\_\_\_

Description of Revision or Change:

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Please forward your Revisions in the following format to: [Permits@lakeoswego.city](mailto:Permits@lakeoswego.city)

1. The construction documents (plans) need to be combined into one .pdf file. This means all site plans, landscape plans, architectural sheets, structural sheets need to be one .pdf document.
2. Supplemental information needs to be submitted as separate .pdf files and clearly named as to what it is: such as truss packets, structural calculations (please separate lateral calcs from beam calcs), truss packets w/ layout, geotechnical reports, storm water reports, etc.
3. Complete the attached Revision Sheet and please be sure to include the permit # and description of revised work.

Payment is made at the time of issuance. A permit technician will inform you when the submittal is ready. You can bring in a check or pay online via e-permitting.

Approved revisions are issued electronically via email to the person who submitted it.