

## RESPONDING TO A “PLAN CHECK COMMENT” LETTER

Community Development • Planning & Building  
2263 Santa Clara Ave., Rm. 190  
Alameda, CA 94501-4477  
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510.747.6800 • F: 510.865.4053 • TDD: 510.522.7538  
Hours: 7:30 a.m.–3:30 p.m., M–Th

Applicants may respond to a plan check comment letter in the following manner:

- The corrections can be made by hand, using blue or black ink, on the submitted plans by the person who originally drew and wet-signed the plans such as the architect, engineer, designer, or owner in order to respond to the plan check comments.

### And/Or:

- For resubmitted construction document packages containing **less than 20 plan sheets**: submit two (2) wet-signed copies of the revised sheets plus one (1) additional set of the revised sheets for each department issuing plan check comments, two (2) wet-signed sets of revised/additional calculations and reports, and one (1) copy of any informational or reference documentation. The applicant should be prepared to insert the revised sheets into the original submitted sets of plans.

### Or:

- If the resubmitted construction document package contains **20 or more plan sheets**: submit two (2) revised, wet-signed, complete sets of plans plus one (1) additional complete set of plans; two (2) revised, wet-signed sets of calculations and reports; and one (1) copy of any informational or reference documentation. If revisions are limited to a specific discipline (e.g., architectural, structural, mechanical, etc.), resubmitted "complete" plans can be limited to that discipline.

Please respond to each plan check comment in writing, indicating where and how each item has been addressed. Resubmittals without written responses will not be accepted and will result in additional delays. Any additional revisions to the plans, calculations, or reports shall be clouded, listed, and described in writing. Submit all plan check responses in person to the Permit Center (Room 190, City Hall). Faxed or mailed responses cannot be accepted.

Under no circumstance can the plans be released after they have been submitted to the Permit Center until the plans are issued.