

Contractor must complete #'s 1-4. (If a new submittal, Building Division will enter # 1.)

1. Masterfile #: _____

	Yes	No
New Submittal	<input type="checkbox"/>	<input type="checkbox"/>
Revision to Existing	<input type="checkbox"/>	<input type="checkbox"/>
Requested Correction to Deficiency Letter	<input type="checkbox"/>	<input type="checkbox"/>

2. Plans Submitted: Paper PDF – CD PDF – EMAIL

3. Engineering Communication Authorization:

I, (Printed Name) _____, authorize Lake County Building Division, Plan Review, to communicate directly with the Engineer of record using any method to discuss/clarify plan deficiencies and questions regarding submitted plans.

Date _____ (Signature) _____

Notes _____

Engineer's Information:

Name _____

Phone # _____ Fax # _____

Email _____

4. Contractor's Information:

Contractor's Name _____

License # _____

Telephone # _____ Fax # _____

Email _____

5. Plans Examiner:

Permit Type _____ Model Name _____

Review Comments _____

Contacted Contractor to pick up: Date _____ **Initials** _____

Picked up by _____ **Date** _____