

# Permit Revision / Deferred Submittal Instructions (After Permit Approval)



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**Note:** The instructions below pertain to Revisions or Deferred Submittals for previously approved plans. Do not use this handout for resubmittal of plans in which the permit submittal has not yet been approved. Instead, use the [Permit Resubmittal Instructions](#).

## How do I submit a Revision to approved plans?

1. Fill out a [Revision/Deferred Submittal and Resubmittal Form](#).
2. Create a Revision Letter which clearly explains each component you are changing, organized by page number.
3. Export only your revised plan sheets into one PDF document. **All changes must be clearly clouded.**
4. Submit the following via your [MyBuildingPermit.com](#) Dashboard:
  - Your [Revision/Deferred Submittal and Resubmittal Form](#)
  - Your Revision Letter as a PDF. Choose "Comment Response Letter" as the document type.
  - Your revised Plan Set sheets in one PDF. Do not submit the entire plan set. Only submit the sheets being revised.
  - Any supplemental forms or documents that you are changing or adding. Select the appropriate document type that matches the document you are uploading.
    - If the document has been previously submitted, only update the pages you are changing.
    - If the document has not been previously submitted, upload the entire document.

## How do I submit a Deferred Submittal for approved plans?

1. Fill out a [Revision/Deferred Submittal and Resubmittal Form](#).
2. Create a Deferred Submittal Letter which clearly explains the contents of your deferred submittal.
3. If your deferred submittal includes changes to previously approved plan sheets, export these revised sheets into one PDF. **All changes must be clearly clouded.**
4. Submit the following via your [MyBuildingPermit.com](#) Dashboard:
  - Your [Revision/Deferred Submittal and Resubmittal Form](#)
  - Your Deferred Submittal Letter as a PDF. Choose "Comment Response Letter" as the document type.
  - Your revised Plan Set sheets, if applicable, in one PDF. Do not submit the entire plan set. Only submit the sheets being revised.
  - Any supplemental forms or documents that you are changing or adding. Select the appropriate document type that matches the document you are uploading.
    - If the document has been previously submitted, only update the pages you are changing.
    - If the document has not been previously submitted, upload the entire document.

**Important:** All PDFs must comply with our [PDF File Format Requirements](#).