

FAUQUIER COUNTY
DEPARTMENT OF COMMUNITY DEVELOPMENT



ADMINISTRATION
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PLANNING
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How to Resubmit Plans to Building Plan Review

When resubmitting corrected plans for review, the County plan set (marked with a stamp as "FILE") must contain ALL originally reviewed and stamped sheets and documents. If a County sheet is marked up for revision, do not obscure originally reviewed information. The other set(s), which will be returned to the customer after plan approval, should contain the latest revised sheets and documents only. Please follow these simple steps when resubmitting:

1. Indicate changes by clouding or highlighting or similar method on all sets of plans. **Include initial and date of change.**
2. Minor changes do not require you to replace the sheet. You must still highlight or cloud, initial, and date the change.
3. It is required that you include a letter indicating how and where each comment has been addressed in the revised plan set. Make sure each comment has been addressed. Failure to address any comment is grounds for a subsequent disapproval.
4. All plans should have an index page and identify each sheet in your plan.
5. The FILE set becomes the County set of plans; new sheets should be inserted in front of each corrected sheet in the County set only.
6. Mark sheets being replaced as "VOID" in **large** letters in the County set.
7. In all other sets of plans, please **remove** "VOIDED" pages and include only the latest revisions.