



# CITY OF BAYTOWN

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## Re-Submittal Engineering Report Checklist

2401 Market Street • P.O. Box 424  
 Baytown, Texas 77522-0424  
 (281) 420-6545 • (281) 420-7179

Engineering Report Project Number: PL \_\_\_\_\_

Re-submittal Date: \_\_\_\_\_

Checklist must be attached with all re-submittals. Re-submit two plans sets with appropriate revised pages to the Planning and Development Services Permit Counter with a copy of the latest comment letter and response memorandum attached as directed below. Applicants shall use this checklist to aid in submitting complete plans for review. All plans are subject to a full review by the Development Review Committee and additional information/corrections may be required.

	Items Required <small>(If a required item is not submitted please add an explanation)</small>	Staff Use
1.	Along with the latest DRC comment letter, provide a response memorandum on company letterhead that describes how each staff comment is being addressed in the revised submittal.	
2.	Three Complete Sets of Plans (24" x 36"). Include a new cover page indicating the re-submittal date and revision number in the title block.	
3.	Indicate the revision number and date of revision on all corrected pages	
4.	Indicate all changes on every revised page with rev-clouding.	
5.	Insert corrected pages behind the "marked up" page, fold up the lower right corner, staple and write "revised" to the marked up page indicating a revision to follow.	
6.	Re-submittals require entire plan set and revisions submitted in PDF format. (All sheets shall be in one file and bookmarked matching the index on the cover sheet. PDF file should match paper plans exactly, except REVISED shall be written across marked up pages indicating a revision to follow instead of folding up the lower right corner.)	

Owner/Agent agrees by signing below that the plans being submitted are complete and correct. Owner/Agent further agrees by signing below that incomplete plans will be returned as having not been reviewed and administratively incomplete.

Signature of Owner/Agent Submitting Plans: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Office Use Only		
PL _____	<input type="checkbox"/> Complete Submittal <small>(Distribute Plans for Review)</small>	<input type="checkbox"/> Incomplete Submittal <small>(Plans rejected return to applicant.)</small>