

Office Use Only:

Received at: Main: _____ South: _____ Mail: _____ Date: _____

Reviewed By: _____ Date: _____ Additional Fees Due \$ _____

Notified Ready By: _____ Date: _____

Keep Main Send South

**Montgomery County Building Regulations Division
Supplemental Document Submittal**

Township _____

Project Name: _____ Permit #: _____

Address: _____ Date: _____

Contact: _____ Phone: _____ (Optional) Email: _____

Owner/Company Name: _____

If the **PERMIT HASN'T BEEN ISSUED**, this is:

- A response to a hold letter/email/phone call
- Additional Information
- Changes to information already submitted

If the **PERMIT HAS BEEN ISSUED**, this is:

- In response to comments marked on approved drawings
- Trusses/Pre-engineered building material
- Proposed changes to approved plans

Other comments: _____

***Note that changes to drawings must be clearly highlighted or circled so we can limit our review to the new information only.
Failure to do so will delay approval of changes.***