

Transmittal Sheet



To: _____
Date: _____ **Project/File/Permit #:** _____
From (Name/Company): _____
Phone: _____ **Email:** _____

Items Submitted:

Planning: Application Resubmittal Ack. of Risk Other: _____

Building: Corrections Revisions Other: _____

Public Works: _____

Other: _____

Check #: _____ Amount: _____ For: _____

List of Submitted Items/Notes: _____

Received By: _____

Staff Use Only
Items Returned: _____
Date Picked Up: _____
Picked Up By: _____
Returned By: _____

Date Stamp Box