



**CITY OF NEWCASTLE**  
**Community Development Department**

**SUBMITTAL COVER SHEET**

Complete this form. Use the check boxes for the type of submittal (refer to the submittal descriptions below):

___ Re-Submittal	___ Revision Submittal/Re-Submittal	___ Deferred Submittal/Re-Submittal
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Permit Number: \_\_\_\_\_ Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Revision or Deferred Submittal Number (if known): \_\_\_\_\_

Description of submittal:

All documents must be submitted electronically. See the City's [Electronic Document Submittal Requirements](#)

**Re-Submittal**

A correction response to a prior submittal for a plan set that has not been approved. Requirements are as follows:

- Provide a response letter or PDF reply to City's comments
- Submit complete electronic drawing sets (not just revised sheets) with all changes clouded
- Submit all documents that have been revised.

**Revision Submittal**

A change the applicant has made to a plan set that has already been approved or a correction response to a prior revision submittal. Requirements are as follows:

- Provide a general description of the purpose of the revision
- Submit only the revised sheets in the permit set as part of your revision submittal set
- If resubmitting a revision (i.e., responding to comments), include all sheets in the revision submittal set
- Provide a narrative of each revision on each sheet and cloud all changes on all sheets
- All documents prepared by an architect or engineer must be stamped and signed by the design professional

**Deferred Submittal**

A portion of the design that is not submitted at the time of permit application which is deferred until after permit issuance or a correction response to a prior deferred submittal. Deferred submittal requirements are as follows:

- The design professionals in responsible charge and contractor must review the deferred submittal documents and stamp them "reviewed" prior to submitting them to the City for review
- All documents prepared by an architect or engineer must be stamped and signed by the design professional