



SALT RIVER

PIMA-MARICOPA INDIAN COMMUNITY

10005 EAST OSBORN ROAD / SCOTTSDALE, ARIZONA 85256-9722



REVISIONS TO APPROVED PERMITS

Email Subject Line: When emailing BlueBeam session or PDF attachment, please include submittal description under the Subject line of your email to ensure it is not filtered as SPAM. **(Example: Revisions to Approved Permit number xx-xx-xxxx).**

FILE NAMING AND FORMAT REQUIREMENTS:

- Each sheet of the plans must be electronically sealed and signed by the designer of record.
- Incorrect sheet size, scale, margins or orientation will NOT BE ACCEPTED.
- All plan sheets (architectural, mechanical, electrical, plumbing, fire protection, structural etc.) must be consolidated into ONE Pdf Plan set. DO NOT SUBMIT INDIVIDUAL PLAN SHEETS.
- Each supporting document (e.g. calculations, reports, supplemental attachments and narratives) must be uploaded INDEPENDENTLY and named accordingly to the naming conventions in this document as such.
- Layers: No multiple layers. Layers must be merged or flattened.
- DO NOT LOCK FILES as plans examiners need to add comments and ultimately stamp/approve plans.

NAMING CONVENTION AND FORMAT SHOULD BE AS FOLLOWS: (pdf format only)

- 1.-Permit Application (i.e. "1.0_Permit_Application.pdf"). In the application include **Description of Revision or Delta**
- 2.-Narrative of changes (i.e. "2.0_Narrative_of_Changes.pdf"). The letter shall include the sheet numbers where changes are being made.
- 3.-**1ST Review** Revised Plans for Permit xx-xx-xxxx dated xx-xx-xxxx (i.e. "3.0_1st_Revision_BD-20-08131_6-30-2021.pdf"). Submit only revised drawings and include clouds and Deltas.
- 4.-Approved plans permit (i.e. "4.0_Aproved_Plans_BD-20-08131.pdf"). Approved plans shall contain SRPMIC approved stamp.
- 5.-Structural Calculations (if applicable) dated xx-xx-xxxx (i.e. "5.0_Structural_Calculations_6-30-2021.pdf")
- 6.-Other as specified (i.e. "6.0_Project Manual.pdf").

Resubmittal naming convention and format:

- 1.-Copy of 1st Review Comment Letters (i.e. "1.0_20-06 0021_1st_REVIEW_NOT_APPROVED_DELTA 6.pdf").
- 2.-Response Letters to 1st Review Comments (i.e. "2.0_Response Letters_7-10-2021.pdf").
- 3.-**2nd Review** Revised Plans dated xx-xx-xxxx (i.e. "3.0_2nd_Revision_BD-20-08131_7-10-2021.pdf").
- 5.-Structural Calculations (if applicable) dated xx-xx-xxxx i.e. "5.0_Structural_Calculations_6-30-2021.pdf").
- 5.1-Addendum to Structural Calculations (if applicable) (i.e. "5.1_Addendum_Structural_Calculations_7-10-2021.pdf").
- 6.-Other as specified.

APPROVAL:

Once all review activities are completed, applicant will receive an email notification project is approved. After all the fees are paid, the Community stamped revised drawings will be emailed via Bluebeam session or email attachment (depending on how large the file is). It is the responsibility of the applicant to ensure the contractor has the approved/stamped plans on site.

Before permit issuance, Contractor must also have a current SRPMIC Business license.

One can be obtained at the following link: <https://businesslicense.srpmic-nsn.gov/LicenseTax/>