



City of Branson
 Planning & Development
 110 W Maddux St, Ste 215
 Branson MO 65616
 417-337-8549
 www.bransonmo.gov

ADDENDUM TRANSMITTAL FORM
 (for Applications in Review/Active Permits)

Permit # _____

	submittal date
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Please complete this form when submitting any revisions to your proposed project's documents or approved construction documents. Without complete information, the City of Branson will not be able to process revisions in a timely manner, and this may result in delays to your project.

Project name: _____ Project address: _____

Applicant name: _____ Company: _____

Contact number: _____ Email: _____

Project type: Commercial Residential

Required – Addendum description: _____

Per Appendix A – Fee Schedule. Please check the box below that applies to this addendum submittal.

PROJECT IS CURRENTLY IN PLAN REVIEW

- 1. First response to comments – no fee
- 2. Repeated comments - fee assessed:
 - \$50.00 commercial project per plan reviewer
 - \$50.00 residential project

PROJECT HAS AN ACTIVE PERMIT

- 3. Revisions to approved plans - fee assessed:
 - \$50.00 commercial project per plan reviewer
 - \$50.00 residential project
- 4. Architectural supplemental instructions required – no fee
- 5. Changes due to unforeseen conditions – no fee
- 6. Shop Drawings – no fee

Please check all that apply

This addendum is in response to the indicated plan reviewer(s) comments:

- Building
- Fire
- Health
- Utilities
- Engineering/Public Works
- Planning
- Landscaping

Plan Reviewer Use Only

Is this the applicant's 1st response to your comment(s)?

- Building Yes No
- Fire Yes No
- Health Yes No
- Utilities Yes No
- Eng/PW Yes No
- Landscape ... Yes No
- Planning Yes No

Is this the applicant's response to your repeated comment(s)?

- Building Yes No
- Fire Yes No
- Health Yes No
- Utilities Yes No
- Eng/PW Yes No
- Landscape... Yes No
- Planning Yes No

	<u>Status</u>	<u>Reviewer's Initials/Date</u>
Building	AP/DA/ NA _____	
Fire	AP/DA/ NA _____	
Health	AP/DA/ NA _____	
Utilities	AP/DA/ NA _____	
Eng/PW	AP/DA/ NA _____	
Landscape	AP/DA/ NA _____	
Planning	AP/DA/ NA _____	

Applicant Signature

I hereby certify I am the owner or duly authorized owner's agent, I have read this addendum transmittal form and all information is correct. I further certify I have read, understand, and will comply with all the provisions outlined hereon. I also certify the plot plan submitted is a complete and accurate plan showing any and all existing and/or proposed structures on the subject property.

PROVISIONS: The issuance of a permit shall not be construed to release the owner or owner's agents from the obligation to comply with the provisions of all laws and ordinances, including federal, state, and local jurisdictions, which regulate construction and performance of construction. A permit will become null and void if the construction work authorized has not begun within 180 days from the date of issuance or if work is suspended or abandoned for 180 days prior to the final inspection.

 Print name

 Signature

 Date