

Montgomery County Building Regulations Division

451 W. Third Street • Dayton, Ohio 45422-1070
(937) 225-4622 • FAX (937) 225-6327 • www.mcoho.org/build



SUPPLEMENTAL DOCUMENT SUBMITTAL

Permit No. _____

Project Name: _____ City/Township: _____

Address: _____ Date: _____

Contact: _____ Phone: _____ E-mail: _____

Owner/Company Name: _____

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

- A response to a hold letter/e-mail/phone call
- Additional Information
- Change 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
- A response to a hold for trusses, plan change, add'l info.

Brief description of submittal: _____

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.

Office Use Only:

Received at: Main: _____ Mail: _____ Fax: _____ Email: _____ Date: _____

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

Notified Ready By: _____ Date: _____