

Express Plan Correction Pick Up

Permit Number:

Name of Authorized Person (who can pick up plans):

Email:

Contact Phone Number:

Date and Time of request:

After confirmation, your plans will be ready at: the next business day.

NOTE:

1. Allow **24 hours** from the time Building & Safety receives your request, to the pick-up time.
2. The plans will be held at the front counter for **24 hours** after the pick-up time. Plans not picked up within the pick-up time will be returned to the rack and a new request must be made.
3. Plans may be picked up at the 9th floor reception desk.
4. A QMatic number **MUST BE PULLED** if you have questions pertaining to the project corrections.