



## **Response Letter Guide & Template**

- **All corrections/revisions must be submitted electronically through the online portal CSS.**
- **Please submit a full plan set, including sheets not effected.**
- **Corrections/revisions are required to be clouded and delta'd.**
- **You must submit a response letter addressing each correction item. If you use the attached template, please fill out required fields. You may use the second page of the template if you need additional space.**
- **If you have questions specifically about plan review, please contact the reviewer assigned to your project.**
- **If you have questions related to the portal or the correction process, please call us at (208) 468-5435 or email us at [buildingpermits@cityofnampa.us](mailto:buildingpermits@cityofnampa.us)**



# Response Letter

**Business Name:**

**Contact Email:**

**Business Address:**

**Contact Phone Number:**

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**To:**

**From:**

**Date:**

**Permit Number:**

**Project Name:**

**The following changes were made:**

**Signature:**

**Date:**



**Continued:**

**Signature:**

**Date:**