



**Community Development Department
Development Services**

REQUEST TO CHANGE PRIMARY CONTACT FOR DIGITAL PLAN CHECK

Plan Review Number: _____

Project Address: _____

The Beverly Hills Electronic Review process only allows one person per plan check to perform the role of uploading, downloading, and responding to any corrections. Please identify the primary person to be responsible for all plan review correspondence.

ALL FIELDS ARE REQUIRED FOR A COMPLETE APPLICATION

Applicant Architect Contractor Engineer Owner Other

Name: _____

Email: _____

Phone Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

NEXT STEPS:

ePlan Invitation from Development Services. As part of this application processing by the City, an invitation will be sent to the person listed above to upload to a project specific folder.

Prepare your plans for digital plan upload. View the user guide at www.beverlyhills.org/electronicreview and for other questions.