

Building Permit

Plan Revision Application Form Residential

Stamp
Date here



OFFICE USE ONLY:

Application Processing Fee Receipt #: _____ Date Approved: _____
Clerk Initials: _____ Plan Checker Initials: _____

IMPORTANT: All Plan Revision Applications must include:

- **2 originals and 1 electronic set** of clearly drawn revised plans. Revisions are to be dated, clouded, and identified within the revision block. Paste overs will **NOT** be accepted.
- **This application form** completed and **signed** by the owner or agent.
- **Plan revision fee** is determined based on construction value and payable at application.

Revision applications that are missing **any** of the above requirements will not be accepted. Inspections **will not be performed** unless **approved plans** are on site, including the **approved revision**. Please allow a minimum of **5 working days** for your application to be processed. We will contact you when the revision is ready for pick-up.

Please complete the following:

Project Address: _____

Building Permit No.: _____

Revision No.: _____

Owner/Agent: Company _____

Name _____

Phone: _____ Email (required): _____

Description:

Increase Building Size	Structural Changes
Increase Building Height	Retaining Walls
Add Exterior Doors and Windows	Removal of Secondary Suite
Add or Extend Deck	Exterior Architectural Changes
Floor plan layout changes	MBE/Floor Elevation Changes
Other _____	
Other _____	

Describe Revisions: _____

(see reverse for additional space)

Authorization:

I hereby confirm that the information
I have supplied is true and correct:

_____ Date

_____ (Owner or Agent's Signature)

Description (cont'd)
