

Building Permit

Plan Revision Application Form Complex Buildings

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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 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 **10 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 (req'd): _____

Description:

Architectural Drawings	Mechanical Drawings
Structural Drawings	Landscaping Drawings
Civil Drawings	Revised Schedules
Electrical Drawings	
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)
