



Permits and Inspections Division
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REVISED PERMIT APPLICATION (REVISION AFTER ISSUANCE)

REVISED PERMIT APPLICATIONS ARE REQUIRED WHEN:

- Changes are being proposed to an issued building permit.
- To submit Fire Sprinkler Drawings (Design Plans & Calculations)

PERMIT INFORMATION:

Street Address: _____

Permit Number: _____ Revised cost of construction: _____

*Please note that refunds are not issued where the cost of construction decreases.

PLAN REVISION FEES:

- i. \$100; or
- ii. the lesser of
 1. 10% of the original Permit Fee; or
 2. \$125 per hour of staff time required to review the revised plans, whichever is greater, plus the Permit Fee on any increase in the Cost of Construction.

Sprinkler Drawing Fee:

\$100 plus the Permit Fee on Cost of Construction associated with sprinkler design and installation.

APPLICATION REQUIREMENTS:

Revised Plan Application should be submitted digitally and must adhere to the following file naming and submission standards.

- **File Naming Standards:** [yyyy-mm-dd][document title].pdf
Example: the pdf of the architectural drawings would be named as **2018-01-25 architectural.pdf**
- **Separate Files Required:** Each applicable document required for application must be a separate file.
- **Digital Files must be submitted on a USB Data Drive which will be returned upon acceptance of application.**
- **All changes must be bubbled and clearly identified**

Revised Plan Applications require a pre-screening check prior to formal acceptance. Plans that fail to meet the pre-screening standards will not be accepted and will require amendments and resubmission.

DETAILS OF THE PROPOSED CHANGES TO PERMIT PLANS: