Building and Inspection Services
1 Centennial Square
Victoria, BC V8W 1P6

T 250.361.0344
E permits@victoria.ca
www.victoria.ca

REVISED BUILDING 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)
- Change of registered professional(s)

PERMIT INFORMATION:

Street Address: _____

Permit Number: _____

Revised cost of construction: _____ ☐ + ☐ - _____ = _____
(Original Cost of Construction) (Adjustment) (New Total Cost of Construction)

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

PLAN REVISION FEES:

Whichever is the greater of i or ii, plus the Permit Fee on any increase in the Cost of Construction.

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,

Sprinkler Drawing Fee:

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

Change of Registered Professional(s) Fee:

$100

APPLICATION REQUIREMENTS:

- All permit applications require a pre-screening check prior to formal acceptance. Submissions that do not meet the required requirements will not be accepted and must be revised and resubmitted. Incomplete applications will not be retained.
- Revised Plans must meet the requirements outlined in the Application Checklist associated with the original application.
- Fire Sprinkler Drawings (Design Plans & Calculations) can be submitted separately.
- **Separate Files Required:** Each applicable document marked (**pdf**) must be a separate file.
- **All changes made to plans must be clearly identified on page 2 of this form and bubbled on the plans.**
- **Your complete Revised Permit Application can be submitted by using the Resubmission Portal.**
- **For application assistance, please contact Permits Services Representatives at 250-361-0344 or permits@victoria.**

ITEMIZED LIST OF PROPOSED CHANGES TO PERMIT PLANS:	PAGE NUMBER WHERE CHANGE IS SHOWN ON PLANS:

SCREENED BY:	DATE:

PROJECT ADDRESS: