



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:

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.

APPLICATION REQUIREMENTS:

Revised Permit Applications should be submitted digitally and will 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.

- 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.
- **File Naming Standards:** [yyyy-mm-dd][document title].pdf

The Application Requirements list includes document names which are bolded and underlined for reference.

Example: the pdf of the architectural drawings would be named as **2021-01-25 ARCHITECTURAL.pdf** (USE ALL CAPS)

- **Separate Files Required:** Each applicable document marked (**pdf**) must be a separate file and named according to the above standard.
- **All changes made to plans must be clearly identified and bubbled.**
- Your complete Revised Permit Application can be submitted by email to permits@victoria.ca. If you are experiencing issues submitting by email due to file size, please click [here](#).
- If you are unable to submit electronically, please contact Permits Services Representatives at 250-361-0344 to make alternative arrangements for paper submissions.

ITEMIZED LIST OF PROPOSED CHANGES TO PERMIT PLANS:

SCREENED BY:	DATE:
PROJECT ADDRESS:	