



PERMIT CHANGES

Project Name _____ Project Address _____

Development Permit Number: _____ Building Permit Number: _____

Applicant Name (Printed): _____

Company Name: _____

Phone Number: _____ Email Address: _____

Signature _____ Date: _____

Planning Changes (Planning changes are any changes to the exterior appearance, floor plans, density, landscaping, etc.)

Circle **YES** or **NO**

If yes, please explain:

Date Stamp:
(Office use only)

OFFICE USE ONLY:
Requires a D-Minor YES or NO Development Permit Number (D Minor) _____
Planning Sign Off: _____ Date: _____

Building Changes (Building changes are anything on your plans that differ from your original submitted plans, including structural changes.)

Circle **YES** or **NO**

If yes, please explain:

Date Stamp:
(Office use only)

Added valuation of work (if applicable): _____

OFFICE USE ONLY:
Plan Review Fee (if applicable): _____
Building Sign Off: _____ Date: _____

Permit Changes Submittal Requirements

- Two large format (24"X 36")copies of any affected pages/sheets with appropriately designated changes. One of these copies will be added to the field set and one of these copies will be added to the office copy.
- One 11"X17" hardcopy of any affected pages/sheets, with appropriately designated changes. This copy will be kept in the property file.
- Once the changes have been approved bring in approved field set plans. The Contractor/ Applicant will be required to re-configure field set once the effected pages/sheets have been approved. The new sheets will be stamped as "Revised" and the Superseded pages have been stamped as "Superseded."