



FOLDER #: _____

DATE: _____

PERMIT REVISION APPLICATION

All Revision Applications **MUST** include:

1. your **original approved plans** (job site copy),
2. **2 sets** of clearly drawn revised plans, OR **revisions marked in green** on the original approved plans,
3. **this application form** completed and **signed** by the *owner* or *agent*.

Revision applications that are missing **any portion** of the above requirements will **not** be accepted. All fees will be collected when the approved revision is issued. Inspections **will not be performed** unless **approved plans** are present on site, including the **approved revision**. Please allow **3 working days** for your revision application to be processed. Please **do not call**; you will be contacted when the revision is ready for pick-up.

SITE ADDRESS: _____

OWNER / AGENT: COMPANY: _____

NAME: _____

PHONE: _____ CELL: _____

DESCRIPTION:	FINISH BASEMENT	INCREASE BUILDING SIZE
	CHANGE BASEMENT TO UNFINISHED	INCREASE BUILDING HEIGHT
	ADD SUITE TO BASEMENT	ADD EXTERIOR DOORS / WINDOWS
	ADD PLUMBING FIXTURES	ADD OR EXTEND DECK
	CHANGE TO ROUGH-IN PLUMBING ONLY	ADD PARTITIONS
	OTHER _____	
	OTHER _____	

SPECIFY REVISIONS: _____

I HEREBY CONFIRM THAT THE INFORMATION I HAVE SUPPLIED IS TRUE AND CORRECT: _____
OWNER OR AGENT'S SIGNATURE

(OFFICE USE ONLY)	
DATE OF APPLICATION: _____	DATE OF REVIEW: _____
TIME OF APPLICATION: _____	TIME OF REVIEW: _____
RECEIVED: _____	APPROVED: _____
COUNTER CHECKER (INITIAL)	PLAN CHECKER (INITIAL)