



REQUEST FOR CHANGE TO APPROVED CONSTRUCTION PLANS APPLICATION FORM

The Planning Division is here to assist you with your Request for Change to Approved Construction Plans Application Form ("Application"). Applications are administratively reviewed and approval is required. The Application will be reviewed in accordance with the requirements from the Standards and Specifications for Design and Construction.

This publication outlines the Request for Change to Approved Construction Plans Form submittal requirements.

All submittal items shall be submitted in PDF format to permits@wpgov.com.

REQUIRED ITEMS:

1. Request for Change to Approved Construction Plans Form. Completed and executed.
2. Construction Plans. Only those affected by change. Shall contain project name, legal description, date of preparation, north arrow, legend, vicinity map, and topography at two-foot (2') intervals. Shall be sized ARCH D (24"x36"). Shall have a minimum scale of 1"=20' and be in conformance with the Standards and Specifications for Design and Construction. All plans shall be at the same scale and align with one another.

PROJECT INFO	
Date:	
Permit Record Number:	
Project Name:	
Property Address:	
Property Legal Description:	
Project Manager Info	
Name:	
Phone:	
Email:	
Owner Info	
Name:	
Phone:	
Email:	
Explanation of Change Requested	
Explanation of Justification for Change	

Design Engineer Name: _____
 Design Engineer Signature: _____

Owner Name: _____
 Owner Signature: _____

STAFF SECTION – DO NOT FILL OUT

Change permitted: Yes ____ No ____
 Comments: _____

Approved by: _____ Date: _____ Review Fee: \$ _____
 Town Engineer or Designee Signature:
 Comments:

