



# BUILDING PERMIT PLAN CHANGE REQUEST FORM

Today's Date: \_\_\_\_\_

Owner: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Contractor: \_\_\_\_\_

Phone: \_\_\_\_\_

Building Permit Number: \_\_\_\_\_ Jobsite Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

**ADDITIONAL COSTS FOR THIS PLAN CHANGE (LABOR PLUS MATERIALS):** \_\_\_\_\_

Details of Plan Change: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2 sets of plans attached (unless additional taps fees are required, then 3 sets)? \_\_\_\_\_ Yes \_\_\_\_\_ No

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Planning Dept.: \_\_\_\_\_

Date: \_\_\_\_\_

Fee: \$ \_\_\_\_\_

Approved by Building Dept.: \_\_\_\_\_

Date: \_\_\_\_\_

Fee: \$ \_\_\_\_\_

COPY TO INSPECTOR WHEN SUBMITTED? \_\_\_\_\_

COPY TO INSPECTOR WHEN APPROVED? \_\_\_\_\_

**TOTAL PLAN CHANGE FEE: \$** \_\_\_\_\_