



# Building Permit Revision Statement

**PLEASE NOTE:** Revisions are limited to items being changed that were shown on the original submitted building documents. Adding to the scope of a project will require a new permit.

**1. I AM:**  Owner-Builder  Contractor  Design Professional

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Project Address \_\_\_\_\_ Permit # \_\_\_\_\_

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Contact Name \_\_\_\_\_

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Contact Email Address \_\_\_\_\_ Mobile / Work # \_\_\_\_\_

**2. All applications for revisions to an active permit MUST contain the following (digital submittal ONLY):**

- Revised plans with only those sheets affected by the revisions.
- An itemized list of revisions or corrections with location on plans, signed by the architect or designer.
- All revisions must be clouded on the plans.
- Plans must be signed by the architect or the designer. The engineer, if applicable, must also sign his/her pages.
- All red marks shown on the originally approved plans must be incorporated into the revised plans being submitted.
- Provide completed revision statement form, plans, and documents electronically (if total files exceed 10 MB, please send using a cloud sharing link, i.e., Dropbox, Google Drive, or similar).

**3. IDENTIFY ALL CHANGES TO PLANS:**  Interior Changes  Exterior Changes  Interior & Exterior Changes

Description of Changes: \_\_\_\_\_

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