



# Planning & Development Department

## BUILDING PERMIT MODIFICATION



### PERMIT INFORMATION

PERMIT TRACKING NUMBER(S)	APN												
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A modification is a change to a plan set in which the permit has been ISSUED or REISSUED. Modifications require another full review; therefore, additional fees for services from Planning & Development as well as any other reviewing One Stop Shop agency will apply. The proposed changes may not receive approval if standards are not met. While the modification is being reviewed, inspections on that project are suspended. If Drainage requires in-progress inspections, a fee of \$150 per inspection will be assessed. Minor changes will be determined by the Building Official. **Modified plans must contain all sheets from that plan set. Any previous approval or owner's copy stamps are not allowed on modified plans.**

### PLAN MODIFICATIONS

MODIFICATION TYPE	FEE	REQUIRED DOCUMENTS
<input type="checkbox"/> Change to a Minor Permit	\$30	Building Plan (if applicable)
<input type="checkbox"/> Change of Applicant, Owner or Contractor	\$30	Contact Supplemental (Letter/Deed if applicable)
<input type="checkbox"/> Change to a Residential Site Plan	\$100 + \$60	Site Plan (7)
<input type="checkbox"/> Change to a Residential Grading & Drainage Plan	\$100 + \$250	Grading & Drainage Plan (7)
<input type="checkbox"/> Change to a Commercial Site / G&D Plan	\$250 + \$250	Grading & Drainage Plan (7)
<input type="checkbox"/> Change to a Residential Building Plan	\$250	Complete Building Plan Set (3)
<input type="checkbox"/> Change to a Commercial Building Plan	Per hourly rate	Complete Building Plan Set (3)
<input type="checkbox"/> Change of Square Footage (+) _____ SF    (-) _____ SF	Total will be factored into Project Valuation Calculation	<ul style="list-style-type: none"> <li>• Building Plan (3)</li> <li>• Site Plan / G&amp;D (7) (if applicable)</li> </ul>
<input type="checkbox"/> Adding a Fence or Retaining Wall Fence Type: _____ LF: _____ HT: _____	Fees will vary based on fence type and linear footage	<ul style="list-style-type: none"> <li>• Fence or Retaining Wall Details (4)</li> <li>• Retaining Wall Calculations (3) (if &gt;4' in height)</li> </ul>
<input type="checkbox"/> Additional Permit Type (i.e pool, shade, propane, etc) Type of Permit: _____	Fees will vary based on permit type valuation	<ul style="list-style-type: none"> <li>• Building Plans or Details (3)</li> <li>• Site Plan / G&amp;D (7)</li> </ul>

### DESCRIBE THE MODIFICATION BELOW

SUBMITTED BY	(CHECK ONE): <input checked="" type="checkbox"/> AGENT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> OWNER
PHONE NUMBER	EMAIL
SIGNATURE	DATE

### FOR OFFICE USE ONLY

DOCUMENT	#	FILE	ADD	BPR	ZPR	ENG	ES
Contact Supplemental & Auth. Letter							
Building Plan / Floor Plan							
Fence Details / Retaining Wall Calculations							
Site Plan / Aerial / G&D							
Other:							
Other:							
INTAKE REVIEWER NAME	DATE	DISTRIBUTOR NAME			DATE		