



**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: _____

One (1) set of updated plans in PDF format 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: \$ _____