



# Change of Plan/ Revision Cover sheet

PERMIT NUMBER \_\_\_\_\_

Date \_\_\_\_\_ Change of Plan Sheet #(s) \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

**NOTE:** In order for the Building Department to process Plan changes promptly, the individual who submits the changes should make a sincere effort to provide the following information accurately.

Description of Change: \_\_\_\_\_

Verified cost of this change \$ \_\_\_\_\_

Submit copy of change order.

1. I verify that the changes/revision have been clouded & dated by the Architect/Engineer of Record
2. I verify that this change/revision affect the following inspections, which will have to be recalled.
3. I am aware that if this submittal is not complete, the Building Department may return it without review, and takes no responsibility for the associated delays.

I acknowledge that I have read and agree to the above statements. \_\_\_\_\_

Check Applicable Discipline for review	Sheet Affected	Discipline	Approved	Date	Denied	Date	Revision Cost
		Planning					
		Zoning					
		Landscaping					
		Fire					
		Engineering					
		Structural					
		Electric					
		Plumbing					
		Mechanical					

Contractor: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

**NOTE:** Only one form required per Change of Plan. No additional form required when making revisions to a change of plan that has already been submitted to this office and is pending approval.