

REQUEST FOR CHANGES TO AN ISSUED PERMIT

If you are adding square footage to your structure, this form does not apply and a new permit will be required.

This form must be completed for all changes to an issued permit.

Permit Number: _____ Contact Name _____

Owner Name: _____ Phone # _____

APN: _____

All changes must be listed in detail with the plan sheet numbers applicable to the changes. In addition to this form, please submit two copies of the plans.

Description of changes:

1) _____

Sheet number: _____

2) _____

Sheet number: _____

3) _____

Sheet number: _____

If additional space is needed, please use the reverse side of this form.

If your plans have been engineered, a letter from the engineer will be required to verify that these changes meet all engineering requirements.

A fee will be charged for the review and approval of your plan changes.

Applicant Signature

Date