



PERMISSION TO ALTER PLANS & SCOPE OF ACTIVE/ISSUED PERMIT

(To be completed by applicant)

We hereby request permission to alter the approved permit in the following manner:

Permit #: _____ Date Issued: _____

Address: _____

Owner: _____ Telephone: _____

Contractor: _____ Telephone: _____

Nature of Change: (Specific description and three sets of construction plans.)

Plan date/plan number/pages etc. _____

ALTERATION DETAILS:

(use additional sheets if needed)

The filing of this application shall not be deemed as an approval. Once reviewed and approved by the Community Development Department, a copy of the revised, reviewed plans and this form must be kept on the job site with the original permit.

Additional Value of Construction: _____

Owner's Signature: _____

Contractor's Signature: _____

FOR OFFICE USE ONLY:

Date Received _____ By: _____

Additional Fee: _____

Plans Reviewers Approval: _____ Date: _____