APPLICATION TO AMEND/RENEW BUILDING PERMIT

Existing Permit # __________________________
Approximate % of Work __________ Complete To Date:____________________
Address of Work:____________________________________________________

CHECK ALL THAT APPLY

☐ RENEWAL OF PERMIT

Date Original Permit Issued: ___________________ Expiration Date _________
List any previous renewal dates:
___________________________________________________________

☐ CHANGE IN SCOPE OF WORK

On Original Permit - Description of work to be done
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

Proposed Changes - Description of changes to original permit. (Attach additional
pages, if necessary). Duplicate plans and/or a plot plan of revisions must be filed
with this application
___________________________________________________________________
___________________________________________________________________

Change in Total Work Area: ________________ (Sq/Ft) Renovation fee $40
If Sq/Ft is increased please refer to fee schedule

☐ CHANGE IN CONTRACTOR OR DESIGN PROFESSIONAL

(check one) Architect ☐ Engineer ☐ Contractor ☐ Other

Original Permit:
Name:______________________________________________________________
Address:______________________________________________________________
Phone:________________________License No.____________ Email____________________
Proposed Change:

Name: ______________________________________________________________
Address: ____________________________________________________________
Phone: _______________ License No. __________ Email ____________________

Detail work completed by Contractor/Design Professional
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

Signature of owner __________________________ Print ___________________________
Name: __________________________ Date: __________________________
Email ____________________________________________________

If Application Is Made By Other Than The Owner:
I, as Owner of the subject property, hereby authorize _______________________
to act on my behalf, in all matters relative to work authorized by this building permit application.

Print Owner’s Name (Electronic Signature) Date __________________________

By entering my name below, I hereby attest under the pains and penalties of perjury that all of
the information contained in this application is true and accurate to the best of my knowledge
and understanding.

MUST BE SIGNED by Owner or Authorized Agent Date __________________________
OWNER EMAIL ________________________

Office Use Only
Signatures that were required for original permit may also be required for
amendments

Fee: __________ Check No: __________ Received By __________ Date: __________
Approved By: __________________________________________________ Date: __________