



## BUILDING & FIRE PERMIT REVISIONS



### Q. What is a Building & Fire Permit Revision?

A. A change to approved work during construction constitutes a revision. The Building Inspection staff can sometimes review minor changes during a field review; otherwise, approval is obtained by submitting revised documents, plans, or engineering for review.

### Q. When can I submit a building or fire permit revision for a construction project?

A. A building or fire permit revision can be submitted after a permit has been approved or issued, as long as the permit has not expired or has not received a final inspection.

### Q. Will submitting a building permit revision extend my expiration date?

A. Submitting a building permit revision and having it reviewed and approved will not extend the expiration date on a permit. Before submitting a revision, check the permit's expiration date and be aware that a request for extension or reactivation may be needed if an approved inspection is not obtained before that date. Review [Brochure #3 – Permit Expiration](#) for additional information on keeping a building permit active.

### Q. What is the process for submitting a revision?

A. To submit a change to the approved construction plans or documents, first fill out the applicable form to describe the nature of the change(s) and determine the information and documents that will be required:

- [Revision to a Residential Permit](#)
- [Revision to a Commercial Permit](#)
- [Revision to a Fire Permit](#)

Then upload the revision request form and the revised documentation into the Revised Documents line item in the permit record within the [Online Permit Center](#). The Revised Documents submittal line item is automatically added after approval of the permit in case it is needed.

### Q. Is there a fee for submitting a Building Permit Revision?

A. There is a review fee associated with the submittal of a building or fire permit revision. Additionally, if the revision changes the project's square footage amounts, the project's valuation and fees might also be affected. Staff will inspect for any valuation or fee updates during the review of the revised submittal items and will adjust the fees accordingly.