



Change of Plan Submittal Cover Sheet

Permit # _____ Change of Plan # _____

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.

Applicant to submit an itemized list describing each change, page by page - item by item, numbering each change within the plans to match the corresponding itemized list.

For **Minor Changes** please describe below:

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.

Plan Review Step	Discipline	Check for Review	Approved	Rejected	Date	Initial	Revision Cost
	Zoning						
	Structural						
	Electrical						
	Plumbing						
	Mechanical						
	Fire						

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.