



BUILDING DIVISION

REVISION APPLICATION

Original Permit Number:	Date:
Revision Given Valuation:	Revision Number (office use):
Project Address:	
Property Owner's Name:	
<u>Applicant/Contact Information</u> (Check One)	
☐ Architect ☐ Contractor ☐ Engineer ☐ Owner ☐ Other	
Name:	
Address:	
Phone No:	Email:
Description of Revision:	

How to Submit Building Permit Revision Online:

Create a [Citizen Serve](#) account if you do not have an account.

Start a pre-application for [Building Permit Revision](#).

APPLY FILE: Upload this completed Revision Application form, **including a revision letter explaining the changes on each sheet.**

PLAN FILE: Upload plans (revised & new sheets only all in PDF format). Delta cloud all revisions.

DOC FILE: Upload all supporting documents as a separate file.