

BUILDING PERMIT REVISION

Once the Building Permit has been issued, changes to the approved design drawings require a Building Permit Revision. Changes to the drawings may be requested by a City inspector or can be requested by the owner or applicant. Please consult with the plan reviewer or inspector to determine whether the proposed change is considered minor (as-built) or constitutes a design change requiring a revision permit. Please note that as-built drawings (also known as record drawings or final design drawings) are not required to be submitted. Minor changes on as-built drawings do not require a revision permit.

To apply for a Building Permit Revision submit the following:

- Building Permit Revision Application form <http://www.surrey.ca/files/BPRevisionForm.pdf>
 - For CP projects submit the CP Application for Acceptance of Revision.
- Authorization form <http://www.surrey.ca/files/AuthorizationForm.pdf>
 - Only required if the applicant is different from the original Building Permit or is not the registered owner.
- Four sets of all affected design drawings where the changes are indicated with revision clouds. A list of the revisions may be requested if the changes are extensive. All drawings are to be originally signed and sealed by each respective Registered Professional (if applicable).
- Plan processing fee <http://www.surrey.ca/files/CommercialBuildingPermitFees.pdf> , equal to one hour of review time. Additional hours may be charged and the balance of the revision fees will be collected prior to permit issuance.
 - Payment can be made by cheque, cash or debit only.

Please note that a Building Permit Revision is only allowed prior to the final inspection of the building or unit. A separate Building Permit application should be submitted if the building or unit has received final inspection.