



# CITY OF SURREY

## Planning & Development Department Building Division

### Industrial/Commercial/Institutional/Multi-Family Building Permit Revision Application

Date: ..... / ..... / 20.....

Counter Person: .....

Original Building Permit Application No.: \_\_\_\_\_

Revision Application No (office use): **B** \_\_\_\_\_

**Project Address:** .....

**Please note that a revision to the building permit drawings is only allowed prior to the Final Inspection of the building (or shell). A separate building permit application should be submitted if the building has received Final Inspection from the City.**

In the space provided, or on an attached sheet, please give a description of the changes proposed:

.....  
.....  
.....  
.....

**Applicant Name:** ..... **Email:**.....

Phone: (     )     -     Cell: (     )     -     Fax: (     )     -

**Signature:** .....

The purpose of this checklist is to help you prepare the information you will need to apply for a revision building permit.

You must apply for a revision permit if you plan on deviating from the approved plans. It is recommended that before applying for a revision, you check with the plan checker who issued your original permit since certain changes to approved plans may have specific requirements.

**Four (4) sets of all required plans must be submitted.** A non-refundable plan processing fee, equal to one (1) hour of review time, must be paid at the time of revision application. The balance of the revision fees will be calculated and collected prior to revision permit issuance.

Requirements vary, depending on the type of revision. The main requirements are that you provide copies of all the plans that are changed by the revision, and that you clearly indicate what has been changed. These changes should be indicated both in the title block and on the drawings themselves. Each of the revised plans must be signed and sealed by the respective registered professional.

**Submitted items:**

Please indicate with a checkmark which items you are submitting for review.

- Architectural Drawings (signed and sealed) \_\_\_\_\_(no of sets) \_\_\_\_\_(description)
- Structural Drawings (signed and sealed) \_\_\_\_\_(no of sets) \_\_\_\_\_(description)
- Civil Drawings (signed and sealed) \_\_\_\_\_(no of sets) \_\_\_\_\_(description)
- Mechanical Drawings (signed and sealed) \_\_\_\_\_(no of sets) \_\_\_\_\_(description)
- Electrical Drawings (signed and sealed) \_\_\_\_\_(no of sets) \_\_\_\_\_(description)
- Landscaping Drawings (signed and sealed) \_\_\_\_\_(no of sets) \_\_\_\_\_(description)
- Revised Schedules (please indicate) .....
- Other (please indicate) .....
- Other (please indicate) .....

Internal Use Only

Area Planning:	hrs.	Site Drainage:	hrs.
Engineering: :	hrs.	Plumbing:	hrs.
Fire:	hrs.	Electrical:	hrs.
Mechanical:	hrs.	Other:	hrs.
Plan Review:	hrs.	Total Fee Owning: \$	_____
		POS #:	