☐ Changes to an Issued Permit
or
☐ Deferred Submittal for an Issued Permit

Permit Number: _____ Contact Name: _____

Owner Name: _____ Contact Phone #: _____

APN: _____ Contact Email: _____

All changes must be listed in detail with the plan sheet numbers applicable to the changes. In addition to this form, please upload a PDF copy of the revised plans to your Accela account.

Description of changes:

1) _____
_____
_____

Sheet number: _____

2) _____
_____
_____

Sheet number: _____

3) _____
_____
_____

Sheet number: _____

- If your plans have been engineered, a letter from the engineer will be required to verify that these changes meet all engineering requirements.
- A fee will be charged for the review and approval of your plan changes.
- When uploading this form use this naming convention: **CTIP Form mm/dd/yy.pdf**
- When uploading plans use this naming convention: **CTIP Plans mm/dd/yy.pdf**
- Additional square footage (more than a 10% difference) will require a new permit and cannot be a change to issued permit.

Receipt # _____
Date _____
Initials _____

_____ _____

Applicant Signature **Date**