



**JEFFERSON COUNTY  
DEPARTMENT OF COMMUNITY DEVELOPMENT**

621 Sheridan Street | Port Townsend, WA 98368  
360-379-4450 | email: dcd@co.jefferson.wa.us  
www.co.jefferson.wa.us/commdevelopment

**BUILDING PERMIT REVISION**

Date \_\_\_\_\_

Regarding: Building Permit Number \_\_\_\_\_  
Address \_\_\_\_\_  
Parcel Number \_\_\_\_\_  
Other Case Number/s \_\_\_\_\_

Submitted by: \_\_\_\_\_ Phone: \_\_\_\_\_

Submittal Explanation (what's being revised?):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please complete the following, if applicable:

No change to square footage

Permit Type & Square Footage

<u>PERMIT TYPE:</u>	<u>APPROVED SQ/FT:</u>	<u>CHANGE TO SQ/FT:</u>	<u>TOTAL SQFT:</u>
Commercial			
Residential			
Garage/Shop			
Accessory			
Uncovered Porch			
Covered Porch			
Unfinished Basement			
Other (Specify)			

Estimated Fair Market value cost of changes: \_\_\_\_\_

Estimated Fair Market value cost of changes: \_\_\_\_\_

If the revision involves structural and/or floor plan changes, the following is required:

- A narrative describing the changes and **page number in set of plans where change occurs**
- **Two copies** of **only the revised** building plans - clearly marked by a border/bubble
- **Two copies** of revised floor plan on no larger than 11x17
- **Minimum fees:**
  - Plan Check - \$107.00 DCD110
  - Land Use - \$107.00 DCD118
  - Administrative - \$107.00 DCD110
  - Environmental Health - \$155.00 EH038
  - Environmental Health - \$78.00 EH041 - Review of resubmission before Building Permit is approved
  - Technology Fee - 5% of total fees EH9999

If the revision involves changes to the site plan, the following is required:

- A narrative describing the changes on the site plan- if they were requested by a department please note who requested them
- **Two copies** of the revised site plan on no larger than 11x17 – revisions clearly marked by a border/bubble
- **Minimum fees:**
  - Administrative - \$107.00 DCD110
  - Land Use - \$107.00 DCD118
  - Environmental Health - \$155.00 EH038
  - Environmental Health - \$78.00 EH041 - Review of resubmission before Building Permit is approved
  - Technology Fee - 5% of total fees EH9999

**Please Check with DCD for total fees**

Fees shall be collected at the time of re-submittal. Revisions that go beyond the minimum revision time during Plan Check, Land Use review, and Environmental Health review will be charged an additional hour. Any additional fees that are accrued during the revision process must be paid prior to the approval and issuance of the revised permit.

All revisions to structural components or plans that previously included structural engineering will need to have the revision wet stamped and signed by a design professional (engineer, architect etc.) licensed in WA state.

Please route copy to:			
<b><u>EH:</u></b>	<b><u>Planning:</u></b>	<b><u>PW:</u></b>	<b><u>Building:</u></b>

**Office use only**