



## Permit Revision Application and Submittal Requirements

A Permit Revision is required when changes to a project are proposed after the County-approved permit is issued.

### Revisions must include:

If your plans were originally submitted via paper plans, submit to our office:

- A copy of this application
- Two (2) sets of plans with the proposed change(s) clouded
- Two (2) sets of calculations or engineering, if applicable
- A narrative with a clear description of the revision

If your plans were originally submitted via Electronic Plan Review:

- Email a copy of this application to [lutbldgpdox@washingtoncountyor.gov](mailto:lutbldgpdox@washingtoncountyor.gov)
- A narrative with a clear description of the revision
- Revised sheets will be uploaded into the documents and drawings folder in ProjectDox. The revised sheets must be named the exact same as the original sheets so it creates a 2<sup>nd</sup> version. **The proposed change(s) must be clouded.**

Drawings and calculations must be stamped and signed by the Architect and/or Engineer of Record, if applicable.

### Contact Information:

Project Number: \_\_\_\_\_ Revision Permit Number: \_\_\_\_\_

Valuation: \_\_\_\_\_ Main Building Permit #: \_\_\_\_\_

Description of Revision: \_\_\_\_\_

Revised Pages: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Fees:

The Permit Revisions are subject to fees associated with plan review, processing and any increase in project value. Fees will be invoiced and paid once the revisions are approved.

Washington County Department of Land Use & Transportation  
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503-846-3470 | [lutbldgpdox@washingtoncountyor.gov](mailto:lutbldgpdox@washingtoncountyor.gov)