



Revision Application



Redmond
WASHINGTON

redmond.gov/BuildingPermits

REVISION DETAILS

Permit Number: _____ Plans Examiner on approved plan set: _____

Project address: _____

Contact person: _____

Phone: _____

Increase in valuation: \$ _____

Increase in square footage: _____

Revision description: _____

TO BE COMPLETED BY INSPECTOR IN FIELD

Inspections will proceed

Inspections will not proceed

REVISION REQUIRED FOR

Building

Civil

Fire

Planning

Mechanical

Electrical

Plumbing

APPLICANT INSTRUCTIONS

1. Any changes to an issued permit begin in the field with a Building Inspector. Please schedule an "other" inspection through the permit portal (Redmond.gov/REPS) or through the inspection request phone line (425-556-2435).
2. During the inspection the Building Inspector will determine if they can approve the revision in the field (no fee), or if a formal revision is required (fee). If a formal revision is required, the Building Inspector must sign the application.
3. Once the application is complete and you have received the inspectors signature, please submit the Revision Application to PlansExaminer@Redmond.gov.
4. The assigned Plans Examiner will provide you with instructions on how to uploads the revised plans. A complete set of plans shall be a complete set of plans with clouded revisions and any supporting documentation shall be uploaded for review.
5. Revisions submitted for plan review require a Building Revision Fee (minimum two hour plan review) prior to plan review. (Additional fees may apply)

All plans must be drawn to scale, in landscape, and separate sheets flattened and merged into one file named "Revised_Plans"

The Plans Examiner will review your submittal for accuracy, completeness, and determine if other department reviews are required. Plan review time is dependent upon staffing availability and complexity of the scope of work. Revisions will not be issued at the time of application.

No refunds will be issued on revisions.

Field Inspector: _____ Field Inspector Signature: _____ Date: _____