



**CITY OF GRASS VALLEY
BUILDING DEPARTMENT**
125 E. MAIN STREET, GRASS VALLEY, CA 95945
(530) 274-4340

APPLICATION FOR A BUILDING PERMIT PLAN CHANGE

**PLEASE COMPLETE THIS ENTIRE APPLICATION IN DETAIL OR WE MAY NOT BE ABLE TO
PROCESS YOUR PLAN CHANGE REQUEST IN A TIMELY MANNER**

1. PERMIT # FOR THE PROJECT THESE PLAN CHANGES ARE BEING REQUESTED FOR: _____

2. PROJECT LOCATION:

ADDRESS #: _____ STREET: _____ APT/STE #: _____

3. PROJECT NAME: _____ ADDITIONAL JOB VALUATION: \$ _____

4. IDENTIFY TYPE OF WORK TO BE INCLUDED IN YOUR PLAN CHANGE (check all types of work that will be involved in your projects revisions):

Building Demolition Electrical Mechanical Plumbing Pool/SPA/Tub Other

5. DETAILED DESCRIPTION OF ALL PLAN CHANGES TO BE COMPLETED (please include location on the site of work):

6. APPLICANT/CONTACT INFORMATION:

Name: _____ Phone: _____

Organization: _____ Alternate phone: _____

Contact Relationship to Project (i.e. owner, contractor, architect, tenant, other): _____

If you are not the Owner of the property or a Licensed Contractor, you must provide written authorization from the owner to be the Agent for these revisions.

**I AM AWARE THAT ADDITIONAL FEES MAY BE ASSESSED FOR CITY TIME AND/OR ADDITIONAL INSPECTIONS
REQUIRED AS A RESULT OF THESE PLAN CHANGES.**

APPLICANT/CONTACT SIGNATURE: _____ DATE: _____

DEPARTMENT USE ONLY:

Accepted By: _____ Date Received: _____ Original Clerk: _____

Departments Requiring Review of Plan Changes: _____

Additional Plan Check Time Accrued: _____ Additional Admin Time Accrued: _____ Additional # Inspections Required: _____

Total Additional Building and/or Fire Fees Due: \$ _____ Amount Paid: \$ _____ Cash / Check #: _____

Comments: _____