



# Application for Building Permit Revision

Permit No.:	Date:
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Submit a revision application if requesting changes to approved plans or Letters of Assurance. It is recommended that you check with the folder manager who issued the original permit prior to applying for the revision, as some changes may not be permitted or have specific requirements. Revision requests to building permit drawings or Letters of Assurance are only permitted prior to a final inspection of the building.

All Revision Applications MUST include (paste-overs will NOT be accepted):

- Two sets of clearly drawn revised plans:
  - Single family residential: One full-sized set and one reduced on 11"x 17"
  - Commercial or multi-family: Two full-sized sets. Revisions are to be clouded and identified within the title block.
- Letters of Assurance (if applicable) are to be as per Section 3 of this form.
- This application form must be completed and signed by the owner or agent.
- Both sets of revised plans are to be sealed and signed by the by the relevant registered professional(s), including but not limited to: P.Eng., Architect, Design Guideline Consultant, Onsite Wastewater Practitioner, etc.
- A non-refundable processing fee, equal to one (1) hour of review time, and/or a flat rate per change of Registered Professional, must be paid at the time of revision application. The balance of the revision fees will be calculated and collected prior to revision permit issuance.

## 1 Property Information

Site address
Legal description

## 2 Property Owner / Agent Information

Registered owner / agent (agent authorization required)	Company
Email	
Phone	Alternate phone

## 3 Change to Letters of Assurance / Registered Professional

Is a Registered Professional changing?  Yes  No      List discipline(s): \_\_\_\_\_

Coordinating Registered Professional (CRP) has acknowledged the change:  Yes  No  N/A

Letter provided from outgoing Registered Professional indicating scope of services:  Yes  No

New drawings (signed and sealed):  Yes  No  N/A

New Letters of Assurance with modifications, if required, as per the Guide to Letters of Assurance:  Yes  No

SEE NEXT

## 4 Specify Revision

Drawing type: \_\_\_\_\_

Description of revision:

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## 5 Authorization

I hereby confirm that the information supplied in support of this application is true and correct.

_____	_____
Applicant/owner/agent signature	Date (mm/dd/yyyy)
_____	_____
Applicant/owner/agent printed name	Company Name

### Office use only

Internal review:

Application fee received by (initials) \_\_\_\_\_ Initial charge of:  Number of hours \_\_\_\_\_  Registered Professional \_\_\_\_\_

Folder manager review: Number of hours \_\_\_\_\_

Additional charges:  Yes  No Amount: \$ \_\_\_\_\_

Fee slip:  Yes  No

Any personal information collected on this form will be managed in accordance with the *Freedom of Information and Protection of Privacy Act*. Direct enquiries, questions, or concerns regarding the collection, use, disclosure, or safeguarding of personal information associated with this form to: Supervisor, Information, Privacy, and Records Management, Township of Langley, 20338 – 65 Avenue, Langley, BC V2Y 3J1 [foi@tol.ca](mailto:foi@tol.ca) 604.532.7396