



Correction Procedures for Building Permits

The following procedures shall be followed for Building Permit Applications that require corrections to address plan review comments. All permit applications and documents will be retained by the City with the Building Permit file; only the plans will be provided to the customer for corrections.

- **Do not remove any pages** from plans that have already been submitted and reviewed.
- **Write VOID on the bottom right corner** of each page that are no longer needed.
- **Do not fold** any corners of any pages.
- **Write AMEND on the bottom right corner** of each new page being submitted and place each page on top of the voided page that is being replaced.
- **If you have questions regarding plan review comments, contact the plan reviewer.** Each plan reviewers' email and phone number are provided on the corresponding permit correction report.
- Once corrections are completed, **please sign in to be assisted.**
- Corrections cannot be made during an active plan review cycle.