

REVISION APPLICATION

Revisions are made when you are revising work that was approved on a permit that has **already been ISSUED**.

If you are submitting additional or revised information for your application that has not yet been issued, this is **not** a “revision” see [“how to applicant resubmit”](#).

How to apply for a revision:

If an inspector has directed you to apply for a formal revision application, please log into ePlans and [“start a new application request”](#).

The [process](#) of submitting a “revision” application is the same as submitting a new building permit request.

The description of your revision permit should state “REVISION TO 19-####” referring to your original building permit.

At the applicant upload stage you will be required to upload the following:

- a cover letter summarizing and itemizing all the changes
- revised drawings and/or documents

****NOTE:** Only submit drawings that reflect the revised work, do not submit drawings that do not contain changes

If you haven’t already discussed your proposed revisions with the inspector(s) please do so before submitting the request as they might determine that a field revision is appropriate. Inspections office: 905 896 5660