



# Revision(s) to Issued Permits / Plans

This form should only be used if a building permit has already been issued and changes to the original scope of work are proposed.

JOB ADDRESS: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

PERMIT NO: \_\_\_\_\_

PHONE NO: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

EMAIL: \_\_\_\_\_

This Job is:       Commercial Permit       Residential Permit       Fire Permit

**\*Plans must be clouded & delta keyed to indicate areas that have been modified from "City Approved" plans.**

Describe all revisions: (Detailed narrative list may also be provided with form)

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Name of applicant (Please print): \_\_\_\_\_

Signature of applicant: \_\_\_\_\_

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## Revision Submittal Guidelines:

A completed revision form and revised plans are required to be uploaded to ArlingtonPermits.com. When uploading, the revision form will need to be attached using 'Miscellaneous' attachment type and the revised plans will need to be attached using 'Electronic Plans' attachment type.

Once uploaded, please email [plansexam@arlingtontx.gov](mailto:plansexam@arlingtontx.gov); in the subject line of your email, please add "Revision to Approved", within the email be sure to include the permit number and job address.

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## Revision Timeline & Fee(s):

Revision review time is 3-business days; upon completion your Project Manager will email you the review fee total that must be paid on ArlingtonPermits.com. Once paid, you may then download your approved, revised plans from ArlingtonPermits.com.

**Review charge:** \$50.00 per hour (1 hour minimum) to be collected once revision is approved. Customer listed on the revision form will be contacted by the Project Manager for exact fee amount due to be paid.