



Permit # _____

City of Fernley

595 Silver Lace Blvd.
Fernley, NV 89408
(Phone) 775 784-9900

REVISION TO AN ISSUED PERMIT

This application is to be used for CHANGES TO BE APPROVED FOR ISSUE PERMITS. All new plans and documents need to be submitted with this application. Incomplete applications cannot be processed.

Job Information		
Address: _____		
Contract Amount/Valuation (see IBC 108.3): _____		
Engineer/Contractor Information		
Name: _____		
Address: _____		
City, State Zip: _____		
NV License Number: _____	Fernley License Number: _____	
Office Phone: _____	Cell phone: _____	
Email: _____	Fax Number: _____	
Owner Information		
Name: _____	APN: _____	
Address (if different from job address) _____		
Home Phone: _____	Cell phone _____	E-mail _____

Complete description of work for revision: _____

Pages: _____

I understand that this application does not guarantee approval nor allow work to commence. I certify that I have the authority and authorization of the property owner to obtain this permit.

_____ **Print Applicant Name** _____ **Applicant Signature** _____ **Date**

Picking up the new revised plans

I have received the revised set of plans related to these changes. I certify that I have the authority and authorization of the property owner to obtain this permit.

_____ **Print Applicant Name** _____ **Applicant Signature** _____ **Date**

REVISION TO APPROVED PLANS

When a permit is approved and issued, and there is a significant field change to the approved plans, all the approved sheets need to be revised by each design professional prior to any approval of the work. A change order can be somewhat complex as it could reflect changes on the A, C, L, S, and MEP pages.

When a revision is submitted, two (2) copies of all new sheets related to the changes need to be resubmitted with delta assigned with cloud areas of the changes. Any Engineering reports changed due to the revision shall be updated and submitted with the new sheets and application. All revision submitted should complete a revision application with a scope of the change and page listed. A partial submittal will NOT be accepted.

All revision will be routed depending upon the scope of work. The revision will be assigned a number. For example, BP19-563 revision will be listed as BP19-563-1 on the sheets. If there are other revision, each revision will be assigned a respective number. BP19-563-2, and so on. These sheets will be place upon the top of the approved set so there is still a record of the changes taken placed.

The fees for any revision will be based upon a minimum \$98.00. Each Department reviewing a revision will enter hours spent with SmartGov and the applicant will be charge hour fee based upon hours of work at \$98.00 per hour. Contract Engineering reviews fess will be charged at cost or \$140.00 per hour.

Once the revision is completed, the applicant will be called to pick up the approved revised sheets. All fees must be paid prior to the revision being issued. The applicant will sign the revision application and this document will be placed in the Permit file.