

Building Permit – Revision Submission Form

This document is required when submitting revised plans

Address of Project:	Date:
Legal Description:	BP #:
Contact Name:	Phone:
Contact Email:	Cell:

RESUBMISSION – Permit is in REVIEW status.

REVISION – Permit is ISSUED. *fees may apply

1. If the original document is signed & sealed, signed & sealed revised plans are required.
2. Full set of plans are required with the revisions bubbled in **GREEN** and dated.
3. Do not change page numbers. If additional pages are added, please number differently.
4. \$75.00 per hour file review fees may apply.

#	Drawing Type	Page #	Details	Bubbled?
1				
2				
3				
4				
5				
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7				
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9				
10				

Please email your full set of revised plans with this cover sheet to ds@ladysmith.ca for review and processing.
We will not be able to process your revision without this document.

Please note: This information was prepared to provide convenient information and should not be considered a replacement for reviewing the bylaw or associated legal documents. If there is a contradiction between this guide and relevant municipal bylaws and/or applicable codes, please refer to the bylaws and/or codes for legal authority.

250.245.6415 / ds@ladysmith.ca / www.ladysmith.ca

132 C Roberts Street MAIL PO Box 220, Ladysmith, BC V9G 1A2 GET CONNECTED    

