



## Permit Revision Application and Submittal Requirements

A Permit Revision is required when changes to a project are proposed after the County-approved permit is issued.

**\*\*\*You must bring in your original approved site copy of plans, site plan, engineering, and calculations when submitting a revision\*\*\***

### Revisions must include:

- Your approved site copy of plans, site plan, engineering, and calculations
- Two (2) sets of calculations or engineering, if applicable
- A copy of this application
- A narrative with a clear description of the revision.
- Two (2) sets of plans with the proposed change(s) clouded
- Revision fees (paid once revisions are approved)

Drawings and calculations must be stamped and signed by the Architect and/or Engineer of Record, if applicable.

### Contact Information:

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Project Number: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Value of proposed revision: \_\_\_\_\_

Description of revision: \_\_\_\_\_

### Fees:

The Permit Revisions are subject to fees associated with plan review, processing and any increase in project value.

### Submit your plans in person to:

Washington County Department of Land Use & Transportation  
Planning and Development Services Division | Building Services  
155 N First Avenue, Suite 350 MS12 | Hillsboro, OR 97124  
503-846-3470 main | 503-846-3993 fax | [lutbldg@co.washington.or.us](mailto:lutbldg@co.washington.or.us) email  
8:00 am – 4:00 pm, Monday – Friday | [www.co.washington.or.us/lut](http://www.co.washington.or.us/lut)