

## Building Permit – Revision Submission Form

*This document is required when submitting revised plans*

<b>Address of Project:</b>	<b>Date:</b>
<b>Legal Description:</b>	<b>BP #:</b>
<b>Contact Name:</b>	<b>Phone:</b>
<b>Contact Email:</b>	<b>Cell:</b>

**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 sets of digital 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				
6				
7				
8				
9				
10				

Please email your full set of revised plans with this cover sheet to [ds@ladysmith.ca](mailto: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](mailto:ds@ladysmith.ca) / [www.ladysmith.ca](http://www.ladysmith.ca)

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

