



City of Richmond

Design Modification Application Form

Building Approvals Department

6911 No. 3 Road, Richmond, BC V6Y 2C1

www.richmond.ca

buildingapplications@richmond.ca

This form is to be fully completed and attached to the application package when modifying a sprinkler, plumbing, or site servicing permit OR to revise the contents of a permit that is under construction and has not yet passed final inspection.

Permit No.: _____

Project Address: _____

Construction Value: _____ Occupier: _____

Owner*: _____ Applicant*: _____

**Only the owner or applicant appearing on the letter of authorization can apply for a permit change.*

Permit Type:

(Building) Commercial (Building) Residential Sprinkler Plumbing Site Servicing

Describe the work to be done: _____

Content Submitted

Please check all included components. If submitting paper files, please ensure that a **minimum of two (2) sets** are included.

- Letter of Authorization
- Letters of Assurance
- Site Plan
- Architectural Plans including: Floor Plan, Section, Details, Elevation
- Sprinkler Plans
- Plumbing Plans
- Mechanical Plans
- Structural Plans
- Geotechnical Report

Design modification application fee must be submitted at the time of submission.

Change in Contractor/Professional (Additional fees apply)

Change in Contractor/Professional? No (if not applicable, skip this section) Yes If Yes: Contractor or Professional

Name of New Contractor/Professional: _____

Phone No.: _____ Email: _____

Contractor Business License No.: _____

Note: HPO approval required for new residential homes.

Please check this box if there is a **change in owner**. Additional documents and fees apply.

Where a professional engineer or architect, registered as such under provincial legislation, has certified that the plans comply with the current BC Building Code and any other applicable enactment, it should be expressly understood that the City has relied on such certification in issuing this permit and is not liable, directly or vicariously, for any damage, loss or expense caused or contributed to by an error, omission or other neglect in relation to its approval of the plans submitted. The issuance of a permit, the review of plans and supporting documents, or inspections by the building inspector or a registered professional are not a guarantee that the development complies with the BC Building Code or other applicable enactments and do not in any way relieve the owner, or his or her agent, from the responsibility of carrying out construction in substantial compliance with the requirements of the BC Building Code, this bylaw and other applicable bylaws of the City.

Applicant: _____
Print

Signature: _____
By signing I am acknowledging the above waiver

FOR OFFICE USE ONLY

Application Fee:	Comments:
Receipt No.:	