



Field Change to Issued Residential Building Permits
Requirements

All field changes to issued building permits should be submitted in the following manner to the Building Division, Permits Section:

1. Application – completely filled out, signed, and notarized
2. Three (3) 8.5” x 11” plan views signed and sealed by NYS Registered Architect or Professional Engineer showing:
 - a. clouded change with notes as required
 - b. room layout with dimensions and use labeled
3. One (1) legible photocopy of issued building permit placard
4. Fee: Residential - \$200.00, Commercial - \$500.00
5. Statement on Design Professional’s letterhead: a statement describing all work and how code compliance with the New York State Residential Code has been achieved. It should completely describe the scope of work and materials used. It **must** bear the original signature and seal of the design professional.

A Field Change will be issued (as long as there is no increase in square footage) at the permit counter. The Building Inspector will verify that submitted information is correct. Any false information will result in a **stop work order** and permit re-issuance will be at three times the fee.