



Amendment Justification Form

To request an amendment, upload this completed form and all supporting documents (such as plans or plat) to the permit in Civic Access using the **Attachments** tab on the permit summary page. Once received, Application Services will process the request and, after payment is submitted, will place the amendment under review. When the amendment has been approved, the permit holder will receive an email notification.

Permit Holder: _____

Building Permit Number: _____

Detailed explanation of the requested modifications:

**For changes limited to the interior of the structure, a new set of plans is required. Alterations to the originally approved footprint or location of the structure require a copy of the recorded plat showing the structure and its setbacks. If the property is served by a well and/or septic system, any change to the approved footprint or location will require new approval from the Virginia Department of Health.*

The changes included in this amendment are as follows:

- Interior Only
- Exterior – Not changing the approved footprint/square footage
- Exterior – Adding square footage
- Exterior – Changing the approved footprint/location of structure (but not changing the square footage)

If the amendment involves an increase in square footage, please specify below:

Specify only the additional square footage of the project.

# of stories		Porches	
1 st Floor		Decks	
2 nd Floor		Garage	
3 rd Floor		Basement	

Basement square footage consists of both finished and unfinished.

Signature of Permit Holder: _____

Date: _____