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Community Development Department
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BUILDING PERMIT REVISION POLICY

Revised: 09/2019

Policy Statement

The Town of Vail understands that construction projects can be subject to change as a project evolves. Conditions can be encountered that may require a change to the way that things are installed or constructed.

As such, the Vail Town Code and the adopted International Codes do not adequately cover the processes, requirements and limitations on building permit revisions. This policy is intended to address permit revision concerns, to prevent extensive scoping changes to projects and to ensure that all building permit revisions attain proper code compliance.

Revisions to building permits shall be limited to the general scope of the original permit and are subject to the discretion of the Building Official. In most cases, the Town will not accept revisions that are outside the general scope of the original permit. Expanded scoping of a project may require additional approvals and/or permits.

EXAMPLES:

- If the original permit is for an interior renovation, revisions including an expanded deck, hot tub and landscape work will not be accepted.
- If the original permit is for a re-roof, revisions including remodeling a bathroom and kitchen will not be accepted.

Any new permit for expanded scope work can be applied for and reviewed while the original permit is active but will not be issued until all open permits on the property have been completed, approved and closed.

Inevitably, there will be occurrences when a revision to a permit minimally expands the scope of the project and a new permit may not be required. These scenarios will be handled on a case-by-case basis and are subject to the discretion of the Building Official.

Per International Building Code Section 107.4:

[A] 107.4 Amended construction documents. Work shall be installed in accordance with the *approved construction documents*, and any changes made during construction that are not in compliance with the *approved construction documents* shall be resubmitted for approval as an amended set of *construction documents*.

All revisions to building permits are required to follow the procedures outlined within this document.

Purpose

To establish a policy for the processes, requirements and limitations of revisions on building permits within the Town of Vail.

Departments Affected

Community Development

Procedures

- A. When a revision to approved documents is required and the changes affect the exterior of the structure or project site in any way, Design Review Board (DRB) approval shall be obtained prior to building permit revision. If the revision does not involve any exterior changes, skip this step.
 - a. Fill out and submit a “Change to Approved Plans” application through the Public Portal here: <http://vail.onlinegovt.com/>
 - b. Submit revised drawings for DRB review and approval.
 - c. Upon DRB approval, continue with steps below.
- B. Download and fill out a “Transmittal” form, found on the Town [website](#):
 - Hover on the “Government” link,
 - Click on “Licenses & Permits”,
 - Click on “Building & Public Works Construction Permits”,
 - Access the [Transmittal Form](#).
 - Submit completed form to cdev_submittal@vailgov.com.
- C. You will receive an email notification when the ProjectDox site is open for revised drawing(s) to be uploaded. Upon receipt of revised drawings, they will be routed for review.
- D. During review, any required corrections to the revision will be routed back to the applicant for modification. This process will occur until proper code compliance is achieved.
- E. Applicant will be notified when the revision has been approved.
- F. The revised permit and approved revised drawing(s) will be made available to the applicant electronically upon payment of any additional permit fees.
- G. Ensure the approved revised drawing(s) are available on-site for further inspections.

All correspondence relating to the revision of the building permit shall be uploaded and stored in the associated permit file within the electronic permitting software system.