

All items on this checklist must be included with this application. If not, the application will be returned and the applicant will be required to reapply.

Any deviation from an approved set of plans requires a revision prior to inspection. This includes building, plumbing, electrical, plumbing, etc.

Completed revision application

Set of revised plans: Revised sheets must be inserted into the approved set of plans. The revised sheet must be placed BEHIND the approved sheet and the previously approved sheet must be voided.

Revisions are charged a fee of \$40 per sheet upon approval

Review time for revisions is 4 weeks

Commercial revisions with structural changes, fire sprinkler revisions, and fire alarm revisions must be approved by the Fairfax County Fire Marshal prior to submitting the revision to the Town of Herndon

Review Process

- STEP 1.** Submit all required documents (check list above) by emailing: buildinginspections@herndon-va.gov
- * Town of Herndon review time is approximately four weeks
- STEP 2.** You will be notified by email once the revision has been approved and is ready for payment.
- STEP 3.** Once you have made payment, and responded to the email with the confirmation number, your approved revised plans will be emailed to you.

Permit Revision Form
Town of Herndon – Building Inspections
777 Lynn Street 2nd Floor, Herndon, VA 20170
Telephone (703) 435-6850
E-Mail: buildinginspections@herndon-va.gov



BUILDING PERMIT # _____

JOB ADDRESS: _____ **SUITE/FLOOR #:** _____

GENERAL CONTRACTOR: _____

PROPERTY OWNER: _____

NAME OF TENANT/OCCUPANT: _____

PLEASE COMPLETE THIS FORM IN ITS ENTIRETY AND EMAIL TO:
buildinginspections@herndon-va.gov

Number of Pages: _____

Type of Revision: Building Mechanical Plumbing Electrical

Other (describe):

Describe Revision: _____

Is This Revision at The Request of The Inspector: Yes No

Contact Name: _____ Phone: _____

Address: _____ EMAIL: _____

Signature: _____ Print Name: _____

I hereby certify that I have the authority to make this application, that the information given is correct, and that use and construction shall conform to the County Health Regulations, the Building and Zoning Ordinances, and private deed restrictions, if any, which are imposed on the property.