



Wake County Planning, Development & Inspections

336 Fayetteville St. P.O. Box 550 Raleigh, N.C. 27602

Phone: 919-856-6222 Email: Wake.Permitting@Wake.gov

Amendment Permit Form

- Permits can be amended while in the review process or after they have been issued.
- Permits that are amended are subject to an amendment fee.
- To amend a permit, attach a completed amendment permit form, your revised building plans, and site plan (if the site plan is revised) to the permit in the permit portal.
- When these documents are added to the permit, a task will be sent to the Permit Technicians.
- **When a permit is in the amendment review process, a hold will be placed on all inspections until the amendment has been approved and all amendment fees are paid.**
- Only current property owners, permit applicants and general contractors are authorized to amend permits.
- A completed amendment form is required for all amendments. Revised plans will not be reviewed without a completed amendment form.

Amendment Permit Details

Permit Number:		Date:	
Project Address:			
Contact Requesting Change:			
Phone Number:		Email:	

Please provide full description of the amendment. An incomplete description may delay the amending of the permit:

Total number of bedrooms change?	Are you adding or removing trades?
Heated or unheated Sq.Ft. change?	Inspector request permit amendment?
Did the site plan change?	Complete new set of plans?