



Building Permit Revision Policy

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What is a Revision vs a New Building Permit Submittal?

A building permit revision allows you to submit plan/project changes to a grading, building, floodplain, demolition, or mechanical permit in the submitted or issued phase of the project.

There are two types of revisions: **major and minor**.

A major revision requires you to [apply for a new building permit](#). Examples of major revisions:

- A totally new design
- Change in the type of construction (i.e., manufactured home ⇌ site-build, wood-frame ⇌ steel)
- Change in occupancy that requires extensive changes to the structure (i.e., garage to ADU)
- Moving the structure on the site, resulting in a totally new layout
- Substantial changes in the scale/structural design (i.e., adding 500 or more sq. ft. of living space)

Revisions that don't meet the criteria above are considered minor and may [apply for a revision](#) to pds@co.skagit.wa.us.

Rules to Follow

- You can submit revisions if the permit has not expired or been finalized.
- Revisions emailed to individual staff, instead of our main email, may result in delayed review of your submittal.
- Revisions must also include a [revision form](#). This assists our team in quickly processing your request.
- Once a revision is submitted on an issued permit, work on site must be paused until the revision has been approved, payment is made, and the permit re-issued.

How Much Does It Cost?

Revisions are charged at the hourly rate per our [fee schedule](#). If multiple disciplines are involved in the review, multiple hourly fees will be incurred. Fees are collected at time of permit re-issuance.

How Long Does It Take?

We aim to finish the initial review within 2-4 weeks. How long it takes to get the final permit depends on how complex your project is and how many corrections, if any, you need to make. Our department will contact you once the revision has been approved to collect payment and re-issue the permit.