SANDY SPRINGS
COMMUNITY DEVELOPMENT

Plan Modification Form

Plan Modifications are used to submit revisions to your drawings after a Permit Card has been issued. Plan Modifications undergo the same plan review process as an initial construction drawings submittal. The fee for Plan Modifications is $200.

Revision Submittal Instructions:

- Provide a written description of all changes in the scope of work.
- Resubmit the full set of construction drawings and cloud the plan modifications.
- Revise the cover sheet to show the date of revisions and any new pages.

Do not proceed with work until the Plan Modifications have been approved and the stamped drawings and updated Permit Card are on site.

Project Information	
Permit Number	
Project Address	
List all other Permit Numbers associated with this Address	
Lot/Building/Suite	
City, State, and Zip Code	
Contact Name	
Phone and Email	

Description of Plan Modifications	
Changes are proposed to	☐ Site Plans ☐ Building Plans ☐ Both Site and Building Plans
Describe the proposed changes to the previously approved and stamped plans (be specific):	

Please submit the completed form and supporting documents at https://build.sandyspringsga.gov.