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Department of Permits, Licenses, and Inspections Bulletin

Policy: Amending an Issued Permit

Date: July 13, 2016

Purpose of this Bulletin:

Work is expected to proceed based on the approved construction documents, work description, and permitted use occupancy description of the permit that is issued. This bulletin is intended to identify when an amended permit is necessary, and outline the procedure to amend a permit after one has already been issued.

New Work / New Project Scope:

When new scope is added to a project, such that the original permit is unaffected, then a new work permit application shall be made, beginning with required zoning approval, for the additional scope only. The original permit shall remain active. The additional permit shall comply with all standard application requirements as a new application.

See bulletin: <http://apps.pittsburghpa.gov/bbi/Bulletin - Standard Permit Application Requirements.pdf>

Amended Permit Not Required:

An amended permit shall not be required for minor changes that do not affect the conditions of approval, work description, or permitted use occupancy description of a permit. Any changes to approved construction drawings prepared by a licensed design professional must be amended by the design professional and resubmitted for approval. Any changes to exterior work on the building or site, are required to be submitted to the Zoning office for review and approval.

An Amended Permit is Required For:

1. Corrections:

- If errors were made on a permit that require correction, such as incorrect address or owner information, work description or occupancy description, etc., then an amended permit is required.
- See Amended Permit Procedures.

FEES:

- No additional Zoning filing fee or PLI review fee shall be assessed to correct errors only on the same type of permit.
- If the original permit must be replaced with a different type of permit with a different fee structure, then the accurate fee will be assessed under the correct permit type, and a credit will be applied from that which was paid under the original permit.

2. Changed Work description / Occupancy description:

- When the approved scope of work is requested to be changed on a project, such that the construction documents, work description, and/or permitted use occupancy description of an issued permit must be modified, an amended permit application is required.
- See Amended Permit Procedures.

FEES:

- A re-review Zoning filing fee shall be assessed at the discretion of the Zoning Administrator.
- A PLI fee shall be assessed for the entire scope of the new amended project, and a credit will be applied from that which was paid under the original permit.
- In addition, all new drawings shall be assessed the standard fee for recording services, and the \$4.00 SETF fee shall be assessed on each amended permit.
- No refunds shall be issued due to a reduced project scope.

Amended Permit Procedures:

- The new application shall be made by the authorized agent of the owner to replace entirely the previous permit. The work description and/or permitted-use occupancy description must be for the entire project under the permit, not just the changes.
- The work description shall include the language "AMENDED PERMIT TO REPLACE PERMIT #XX-X-XXXX".
- The amended permit application will be reviewed for compliance by both the zoning office and PLI based on the new complete scope of work. Depending on the nature of the amendment, new documentation may be required for review as determined by the code officials.
- After the new permit is approved and issued, the original permit application shall be changed to VOID status.
- Written notice shall be sent to the original permit holder that the original permit has been voided and that all work shall proceed under the new amended permit.
- All inspection records, notes or reports that have occurred under the original permit shall be attached to the new permit for completion of the work.