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## Department of Permits, Licenses, and Inspections Bulletin

**Policy:** Amending an Issued Permit

**Date:** July 13, 2016

**Revised:** February 10, 2017

**Revised:** December 2, 2019

### **Purpose of this Bulletin:**

This bulletin is intended to identify when an amended permit is necessary, and outline the procedure to amend a permit after a permit has been issued.

### **Definitions:**

1. **Revision:** modifications as described in this policy prior to issuance.
2. **Amendment:** modification as described in this policy after issuance but prior to permit cancellation, completion, revocation or withdrawal.

### **Permit Revisions:**

Modifications to construction drawings, work description, type of work, work scope and occupancy description can be modified under a revision submission up until the point a permit is issued. Note that revisions which change the method of submission from hard copy to electronic or vice versa shall require submitting the entire set of construction documents in the new format. Revisions submitted after the permit has been approved will require OneStopPGH staff aid and cannot be submitted directly through the portal.

### **Work Under an Issued Permit**

Work shall proceed based on the approved construction documents, structure type, work description, type of work, work scope and occupancy description of the permit. Changes to any, or all, of these shall require an amended or new permit, see below for specifics.

### **Amended Permit is NOT Required:**

An amended permit shall not be required for minor changes that do not affect the conditions of approval, structure type, work description, type of work, work scope or the occupancy description of an issued permit provided that the following conditions are met:

1. The changes have been reviewed by the PLI Inspector to confirm compliance with these limitations, and;
2. The changes do not require another agency review, such as Zoning, and;

3. If drawings were submitted as part of the permit approval, then the changes must also be approved and documented by the Licensed Design Professional or NICET Level III individual responsible for the permit design.

### **Amended Permit is Required:**

The following changes shall require an amended permit:

1. Corrections to any information that appears on an issued permit including: permit address, owner information, work description, occupancy description, etc.;
2. To change the Contractor or Trade License holder, including in cases where the same licensee is amending their permit because their previous license has lapsed (expired past 60 days);
3. To change the Licensed Design Professional or NICET Level III individual responsible for the permit design;
4. When non-minor changes are made to the construction documents;
5. When the work no longer complies with conditions of approval;
6. To change the work description, work scope or occupancy description.

### **Amended Permit Procedures:**

The following procedures shall apply to Amendments to Issued permits:

1. Amendment applications submitted through the OneStopPGH portal can only be submitted by the Trade License Holder;
2. Any authorized agent of the owner, including the original applicant, may submit an amended permit application to the OneStopPGH counter;
3. Any changes to approved construction documents prepared by a Licensed Design Professional or NICET Level III individual must be documented by the Licensed Design Professional or NICET Level III Individual. Standard application requirements shall apply, see bulletin: <http://apps.pittsburghpa.gov/bbi/Bulletin - Standard Permit Application Requirements.pdf>.
4. The value of construction for the amended permit shall be the cost to provide all materials and labor for the amended permit scope. For example, if the original value of construction was \$75,000 and the amended permit scope includes an additional \$25,000; the value of construction shall be identified as \$100,000;
5. Amendments that include exterior work, including exterior equipment, and/or occupancy, shall be reviewed by the Zoning Department to confirm the design is still in accordance with Zoning approval. A new and/or amended Zoning Development Review (ZDR) may be required;
6. Depending on the nature of the amendment, additional and/or new documentation may be required for review as determined by OneStopPGH;
7. The work description, work scope, and/or occupancy description shall cover the entire project under the permit, not just the changes.

### **Amended Permit Fees:**

1. Amendment fees shall not be charged for amendments limited solely to corrections of any information that appears on an issued permit;
2. All other amendments shall require payment of amended permit fees, including application and permit issuance fees, per PLI's current fee schedule: <https://pittsburghpa.gov/pli/pli-fees/?&title=pli-fees>;

3. Additional Zoning fees may apply if a new and/or amended ZDR application is required.

**New Permit Required:**

When new scope is added to a project, such that the original permit is unaffected, then a new permit application shall be made for the additional scope. Any other agency approvals, such as Zoning, shall be obtained for this additional scope. The original permit shall remain active. The additional permit shall comply with all standard application requirements as a new application; please see bulletin:

[http://apps.pittsburghpa.gov/bbi/Bulletin\\_-\\_Standard\\_Permit\\_Application\\_Requirements.pdf](http://apps.pittsburghpa.gov/bbi/Bulletin_-_Standard_Permit_Application_Requirements.pdf)

The following changes shall require a new permit in lieu of an amended permit:

1. Change in the structure type;
2. Change in the type of work;
3. Adding an accessory structure;
4. Adding a new occupancy, not previously evaluated;
5. For commercial structures, when the amended work area increases greater than 20%;
6. For commercial structures, when the amended work area extends to additional stories for non-incidental work;
7. Adding a new mechanical or suppression system type, not previously included.

Permits that have been cancelled, completed, revoked, withdrawn, or voided cannot be amended – new permit applications are required to perform any work associated with permits in these statuses.