



## MEMORANDUM OF POLICY

### Building Codes

FROM: Russell A. Grance, C.B.O.  
DATE: January 19, 2000  
APPROVED: Stephen Kanipe, C.B.O.  
DATE: April 12, 2003  
SUBJECT: **Change Order Criteria**

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Change orders will not be accepted prior to issuance of the #1 permit.

When changes to approved plans are submitted that reflect relocation of interior walls, change of room use, addition of plumbing facilities, change in window size or location, and similar **minor** modifications but no increase to existing square footage, then a change order application can be processed. Change orders will only be processed on active building permits. Any change submitted after final inspection will require a new and separate permit.

When changes to approved plans are submitted that reflect an increase in the square footage, increase in height, expansion of the existing footprint, then a new and separate permit will be required.

When changes to approved plans are submitted that reflect a decrease in total square footage and have **substantial** changes in design i.e. exterior wall location, building height, elevation changes and similar major changes, then a new and separate permit will be required.

When changes to approved plans are submitted that reflect a decrease in total square footage and minor or no change to the remaining square footage, a change order application can be processed.