



**City of Welland**  
**Infrastructure and Development Services**  
 Planning and Building Division  
 60 East Main Street, Welland, ON L3B 3X4  
**Phone:** 905-735-1700 Ext. 2251 / 2257  
**Fax:** 905-735-8772  
**Email:** [devserv@welland.ca](mailto:devserv@welland.ca) / [www.welland.ca](http://www.welland.ca)

## CHANGE REQUISITION

**PROJECT ADDRESS:** \_\_\_\_\_

This request is for:	<input type="checkbox"/>	Changes to a Permit which has already been issued State Permit No.:
	<input type="checkbox"/>	Changes to a Permit that has <b><u>not</u></b> been issued:

If change requires modification of the drawings, new drawings must be submitted in duplicate. Changes must not be made on the original drawings submitted. For minor changes, duplicate photocopies of the original drawings with changes marked in red or blue will be accepted. *Please date all drawings submitted or staple drawings to this requisition form.*

Provide a printed explanation of the change requested in sufficient detail to allow the Plan Examiner to implement the change requested.

Change Requisition must only be made by the Owner or the Owner's Agent.

Date:	
Owner (print):	Owner's Agent (print):
Owner (signature):	Owner's Agent (signature):
Owner Address:	Owner's Agent Address:
City:	City:
Postal Code:	Postal Code:
Telephone Number (      )	Telephone Number (      )

### FOR OFFICE USE ONLY

#### FEES AND CHARGES

ITEM/DESCRIPTION	ACCT. NO.	SUB-ACCOUNT	QUICK CODE	AMOUNT
PERMIT APPLICATION FEE	34050	20-520-000	PPM	
PERMIT REVISION FEE	34050	20-520-000	PPM	
OTHER FEES/DEPOSITS				
			<b>TOTAL DUE</b>	

THIS CHANGE REQUISITION HAS BEEN REVIEWED FOR CONSTRUCTION BY:

PLAN EXAMINER ON

REVIEW FROM THE BUILDING DIVISION OF ANY PLAN OR DOCUMENT SHALL NOT BE CONSTRUED AS RELIEVING THE APPLICANT OR HIS AGENT OF ANY RESPONSIBILITY UNDER THE ONTARIO BUILDING CODE. NOT WITHSTANDING THE AMOUNT OF INFORMATION FORWARDED TO THIS DEPARTMENT, THE CONSTRUCTION DRAWINGS OR CORRECTIONS MADE TO SUCH DRAWINGS BY THIS DIVISION, THE BUILDING CONCERNED IN THE APPLICATION SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE REQUIREMENTS OF THE BUILDING CODE, PLUMBING CODE AND ANY OTHER APPLICABLE LAWS.

JACK TOSTA, C.B.C.O., C.P.S.O. ON  
 CHIEF BUILDING OFFICIAL

**NOTE: THIS CHANGE REQUISITION MUST BE ATTACHED TO THE ORIGINAL SITE DOCUMENTS AUTHORIZED BY THE CHIEF BUILDING OFFICIAL.**