

## Changes to an Approved Permit

[www.bvacc.com](http://www.bvacc.com)

Staff Only: Initials: \_\_\_\_\_ Date Submitted: \_\_\_\_\_ ACC#: \_\_\_\_\_ Permit #: \_\_\_\_\_ Payment: \_\_\_\_\_

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### Property Information

Property Address: \_\_\_\_\_

Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_ Parcel #(s) \_\_\_\_\_

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### Owner Information

Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

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### Primary Contact Information

\* OWNER IS STILL SOLEY RESPONSIBLE FOR THEIR PROPERTY, EVEN WHEN A REPRESENTATIVE IS ACTING ON THEIR BEHALF.

Primary Contact: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

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### Fee Information:

When application to make changes to an approved permit has been submitted prior to any changes made on the property \_\_\_\_\_ **No Charge**

If ACC notifies the owner/primary contact that changes have been made without proper approvals. An equivalent permit fee up to \$500 will be assessed according to Ch. 3 Fees. Any unapproved changes made will have to be brought into compliance at the owner's expense.

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Description of changes: \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

## Application Checklist

- Fill out, sign, and date the application.
  
- Has there been any changes to the location, size, and/or any additions to the project?
  - NO  YES If yes, please provide an updated copy (11" x 17") of the survey, to scale, indicating any changes or additions.
  
- Has the design changed for this project?
  - NO  YES If yes, provide one updated set of construction plans (11" x 17") to include: four exterior elevations (front, rear, and sides) and floor plan with dimensions.
  
- Have the materials and/or color preferences changed for this project?
  - NO  YES If yes, provide an updated Color Sheet to include: manufacturer name, color name and picture of color to be used for all exterior materials. **Actual samples may be required.**
  
- Other Changes:

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I certify that the above, together with attached survey/plat, construction plans, materials and color descriptions, constitutes a true description of the proposed building and accessory construction and that the location on the site of all items of construction will be in accordance with these documents. I further certify that I have read and understand the Acknowledgements described and adhere to the rules and guidelines specified.

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Property Owner's or Representative's Signature

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Date

**ACCEPTANCE: The ACC has reviewed this application, and the project is approved subject to the following:**

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ACC Administrator's Signature

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Date of Approval

# ACC COLOR SHEET

PROPERTY ADDRESS \_\_\_\_\_

*\*All new construction applications and change requests must include this sheet or the application will not be accepted\**

Insert below a clear photo/snips of each material being used with accurate details of what will be used and where. <i>Please use n/a below for details that don't apply to this house</i>		M – Manufacture name C – Color name L – Location of material		
<b>Roof</b>	Primary:		Accent:	
		M –		M -
		C –		C -
		L –		L -
<b>Body of the house</b>	Brick:		Stone:	
		M –		M -
		C –		C -
		L –		L -
	Primary:		Secondary:	
		M –		M -
		C –		C -
		L –		L -
	Accent:		Other:	
		M –		M -
		C –		C -
		L –		L -
<b>Trim:</b>	Soffit/Fascia:		Window trim:	
		M –		M -
		C –		C -
		L –		L -
	Deck:		Garage Door:	
	Decking	Railing		M -
	M -	M -		C -
	C -	C -		L -

Additional notes:

*\*An example color sheet is available on the ACC website [www.bvacc.com](http://www.bvacc.com) and in the office at 626 W Lancashire Blvd.*