

DUPAGE COUNTY

BUILDING & ZONING DEPARTMENT

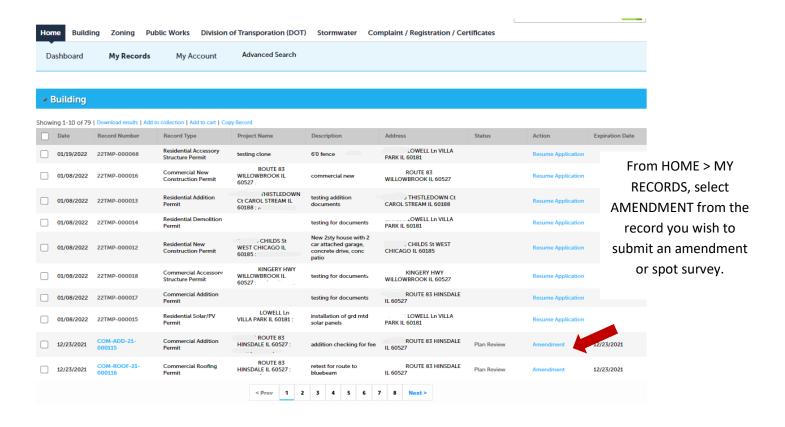
Amended Permits/Spot Surveys
(Record type when making changes to an issued permit or submitting a spot survey
prior to a backfill inspection)

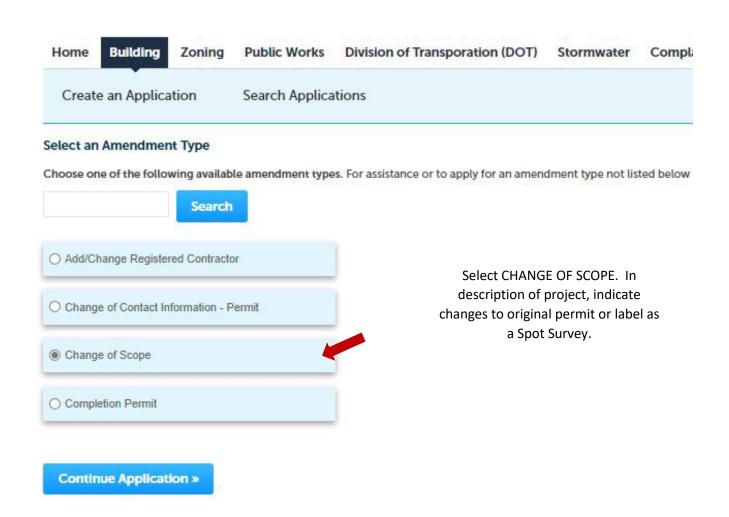
Submitting for a spot survey or an amendment of an existing issued permit in your Accela Citizen Access account https://aca-prod.accela.com/DUPAGE/Welcome.aspx

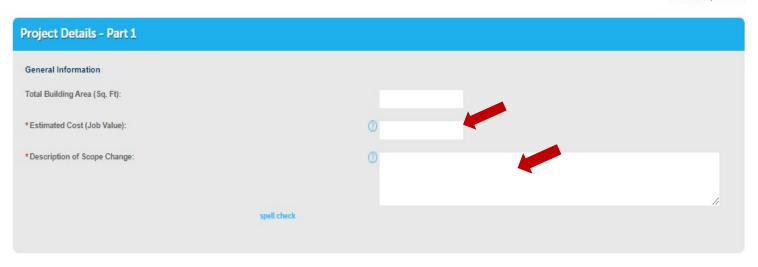
Here are guidelines and requirements to assist when you are making changes to an issued permit or submitting a spot survey.

- Submit a complete revised plan set with all changes clouded. If previous approved set was stamped by an Illinois registered architect or structural engineer, the revised plans must be as well. All commercial submissions must include a point-by-point letter from the architect detailing the amended changes.
- Any notations from original approved plan sets must be incorporated into the new amended set.
- Any amendments altering the approved footprint of the structure will require the submission of a revised site plan or plat of survey.
- Any additional questions, please contact (630) 407-6700.

^{*}For spot surveys please allow a minimum of 48 hours before scheduling a backfill inspection.

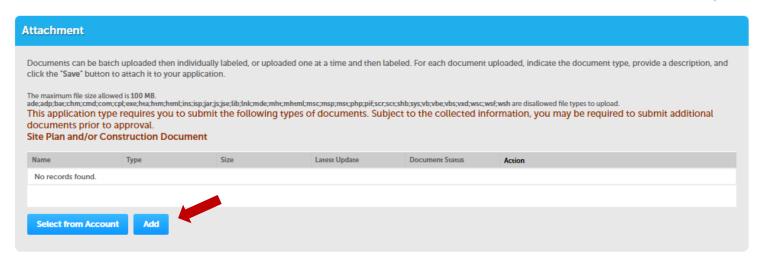






In ESTIMATED COST, include cost of Amendment only (not the cost of the original permit scope). In DESCRIPTION, add detailed information describing the scope of changes from original permit.

*indicates a required field.



Using ADD, attach the complete plan set in a single PDF format. PDF should include all previously approved sheets with changes clouded. A complete set should be submitted, not just changed sheets. Documents containing more than one sheet in the set must be submitted in a single PDF. Please separate construction documents and engineering documents into (2) PDF submittals.