

Customer Portal

How To: Request an Amendment

If changes to the application information are required **after** a permit has been issued, they can be requested using the Amendment Process from the customer portal.

Request Amendment identifies a change (big or small) to the issued permit is required. Based on the type of change, significance of the change, and impact to the overall permit, the request will either be denied and require a new permit application, be accepted with reviews, be accepted without reviews, or require additional information.

1. Permit is Issued
2. Change is identified
3. Request Amendment:
 - a. Go to My Activities tab in customer portal
 - b. Click icon next to permit to open the permit file
 - c. On the Details Tab of the permit file, scroll down the page and find Request Amendment button

PERMIT ACTIVITIES <i>This is where you can make requests on your permit. The eligible request types will appear depending on what your permit status is. The requests can include:</i>
FEES You have no outstanding fees. Request Refund
RENEW PERMIT You cannot renew this permit at this time.
WITHDRAW PERMIT You cannot withdraw this permit at this time.
DOWNLOAD PERMIT Download General Permit
AMEND PERMIT Amend General Permit
REQUEST INSPECTION Request Inspection

Issued

Customer Portal

- d. Click button and provide a description of the change you have identified

 **General Permit** GP-2021-00314: Right of Way Permit - Development Issued

Status: Issued Application Date: Feb 24, 2021
Issue Date: Feb 26, 2021
Completed Date:
Expiration Date: May 28, 2021

Description: Commercial - Right of Way Permit - Development - Walkthrough

*Amendment Description:

UPLOADED DOCUMENTS

 Group by: Type Filter by: Markups

File Name	Document Type	Comments	Markups
- (2) Existing Documents			
<input type="checkbox"/> A-102-ConstructionPlan.pdf	Construction Plan - Right of Way (Construction...		
<input type="checkbox"/> C-103-ManagementPlan.pdf	Construction Management Plan (Construction...		

- e. Click Submit – this sends the request to staff for evaluation.
- f. In most cases the permit file will be returned to customer as “requires more information”. The permit file will be available to you to make edits and upload documents.
- g. Resubmit the permit file.
- h. The permit file will either:
- Go through the review cycles again
 - Proceed to issuance (if minor change)
 - Be denied, and a new permit application be required (if major or complex change)

Issued