



City of Ketchum
Planning & Building

FOR OFFICIAL USE ONLY	
PERMIT NO:	
BLD NO:	
DATE RECEIVED:	
DATE COMPLETE:	

Minor Modification to an Active Building Permit Request

Submit completed application and documentation to planningandbuilding@ketchumidaho.org Or hand deliver to Ketchum City Hall, 191 5th St. W. Ketchum, ID If you have questions, please contact the Planning and Building Department at (208) 726-7801. To view the Development Standards, visit the City website at: www.ketchumidaho.org and click on Municipal Code. You will be contacted and invoiced once your application package is complete.

GENERAL INFORMATION
Building Permit #:
Project/Property Address:
Project Name:
Permit Holder Name/Contact:
Contact Phone #:
Contact Email Address:

****** ALL items below are REQUIRED to include/send in with form ******

- Include a letter/narrative explaining the scope and nature of changes/building revisions.
 - If submittal changes affect site grading, driveway, or exterior drainage – please explain in detail.
 - If submittal changes affect existing building envelope, set back or building height – please explain in detail.
 - If submittal changes affect building-use – please explain in detail.
- All changed areas of the building have been “clouded” or otherwise marked so the plan examiner understands the proposed changes.
- Electronically (PDF) submit individual sheets of plan modifications with this application. Naming convention must remain the same as the originals.
- Plan revisions are signed & stamped by the architect/engineer of record.

The Applicant agrees in the event of a dispute concerning the interpretation or enforcement of the Minor Modification to an Approved Building Permit Application in which the city of Ketchum is the prevailing party, to pay the reasonable attorney fees, including attorney fees on appeal and expenses of the city of Ketchum. I, the undersigned, certify that all information submitted with and upon this application form is true and accurate to the best of my knowledge and belief.

Signature of Owner/Representative

Date