

**Who Can Cancel Permits (Excluding Trade Permits) and What Do We Do with Plans?**

|  | <b>Permit</b>  | <b>Plans</b>  |
|--|--|---|
| <b>At permit intake</b>  | Permit payor; owner; tenant if CO (or someone with written permission from any of these)*  | Applicant; owner; anyone associated with the project. If permit cancelled and no one picks up plans, BDS destroys plans   |
| <b>During plan review and prior to any change in status (e.g., Checksheet)</b> | Owner; tenant if CO (or someone with written permission from any of these)   | Applicant; owner; anyone associated with the project. If permit cancelled and no one picks up plans, BDS destroys plans. If BDS receives letter from architect stating no changes are authorized, new plans must be submitted for revisions.                                      |
| <b>After plan review - a) Approved to issue</b>                                | Owner; tenant if CO (or someone with written permission from any of these)   | Applicant; owner; anyone associated with the project. If permit cancelled and no one picks up plans, BDS destroys plans. If BDS receives letter from architect stating no changes are authorized, new plans must be submitted for revisions. BDS retains a set of approved plans. |
| <b>After plan review - b) Issued status, no inspections</b>                    | Non-FIR: Owner; tenant if CO (or someone with written permission from any of these)<br>FIR: Owner  | Applicant; owner; anyone associated with the project. If permit cancelled and no one picks up plans, BDS destroys plans. If BDS receives letter from architect stating no changes are authorized, new plans must be submitted for revisions. BDS retains a set of approved plans. |
| <b>During inspections</b>  | Owner or tenant if CO (or someone with written permission from any of these); can revise to final the permit with BDS approval of revisions, but can't cancel while work is under inspection; can re-assign (except for electrical and plumbing permits) | N/A   |
| <b>After final inspection</b>  | N/A  | N/A   |
| <b>After permit finalized</b>  | N/A  | N/A   |