

Who Can Cancel the Permit and What Do We Do with Plans?
Bureau of Development Services
July 19, 2018

Permit Status	Permit	Plans
<i>Application</i> (Prior to intake fees being paid)	Applicant; owner; tenant if CO (or someone with written permission from any of these)	N/A
<i>Under Review</i> (Permit intake fees paid but no reviews completed)	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
<i>Under Review</i> (After review(s) have been completed)	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.
<i>Approved to Issue</i>	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.
<i>Issued</i>	Non-FIR: Owner; tenant if CO (or someone with written permission from any of these) 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.
<i>Under Inspection</i>	Can revise, but can't cancel; can re-assign	N/A
<i>Under Inspection</i> (After final inspection)	N/A	N/A
<i>Final</i>	N/A	N/A