



Who Can Cancel the Permit and What Do We Do with Plans?

Permit Status	Permit	Plans
Application (Prior to intake fees being paid)	Applicant; owner; tenant is CO (or someone with written permission from any of these)	Plans taken in for review will be retained by BDS for 10 business days. If intake fees not paid within those 10 business days, plans will be recycled.
Under Review (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, they will be recycled.
Under Review (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, they will be recycled. If BDS receives letter from architect stating no changes are authorized, new plans must be submitted for revisions.
Approved to Issue	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, they will be recycled. 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.
Issued	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, they will be recycled. 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.
Under Inspection	Can revise, but can't cancel; can re-assign	N/A
Under Inspection (After final inspection)	N/A	N/A
Final	N/A	N/A

For information on FPP/FIR practices, please contact the respective group directly.