



## ADDENDUM/RE-STAMP

Addendums/Re-stamps is changes that occur on a project/job that has already been released for construction (permitted) and must be reviewed and approved. Two copies of drawings are required. **Please include a cover letter detailing the revision submittal, notating the page numbers reflecting the change.** Please allow a minimum of two (2) working days for this process. There will be a \$15 charge collected at time of submittal for the initial 30 minutes of review. After the initial 30 minutes, the charge is \$30 per hour. Once an Addendum is approved the City of Murphy will call "contact person" to pick up the approved Addendum drawings. Approved Addendum drawings shall be on job site prior to calling in inspections.

**NOTE:** We are not able to process the addendum if this form is not complete.

DATE: \_\_\_\_\_

VALUATION OF NEW WORK ON PROJECT: \_\_\_\_\_

SQUARE FOOTAGE CHANGE: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

PERMIT NUMBER: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

DESCRIPTION OF CHANGES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### FOR OFFICE USE ONLY

APPROVED  DENIED

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

NUMBER OF MINUTES/HOURS: \_\_\_\_\_

### *Customer Service Department*

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