



ADDENDUM/RE-STAMP

Addendums/Re-stamps are changes that occur on a project/job that have already been released for construction (permitted) and must be reviewed and approved. Submit an electronic copy of the drawings with this application. **Be sure to include a cover letter detailing the revision submittal, notating the page numbers reflecting the change.** Please allow a minimum of five (5) working days for this process. Once an Addendum is approved the City of Murphy will call “contact person” to pay addendum fee and pick up the approved addendum drawings. Approved addendum drawings shall be on job site prior to calling in inspections.

It is the responsibility of the applicant to print the approved drawings and place on-site.

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

PLAN REVIEW HOURS/MINUTES: _____ AMOUNT PAID: _____

PERMIT RELEASED BY: _____
SIGNATURE

DATE

Customer Service Department

206 North Murphy Road • Murphy, Texas 75094 • Tel: 972.468.4100 • Fax 972.468.4104
Email: customerservice@murphytx.org Website: www.murphytx.org