



DEPARTMENT OF
Buildings, Safety Engineering &
Environmental

Coleman A. Young Municipal Center
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Plan Review Division STANDARD OPERATING PROCEDURE

Revising an Existing Issued Building Permit Through eLaps (Accela)

Purpose: To reduce the amount of confusion and problems related to revising an existing permit and to assist the permit applicant with applying to revise an existing building permit online using eLaps (Accela) online permitting system.

Summary: When submitting to revise a permit, the initial process is exactly the same as applying for any permit. The difference comes in to play when selecting the **Permit Type** options. Under **Permit Type** select **Alter Revision**. Once selected, you will see options for **Revision to Original Permit #** and **Number of Pages to be revised**. Enter the appropriate entries for each option.

Person Responsible: Permit Applicant / Info Tech / Zoning Reviewer

Procedure:

Estimated Cost Of Construction:

Should always be entered as \$1.00. Your permit cost will not be based on the Estimated Cost of Construction as with the original permit.

Entering an amount greater than \$2000 in the cost of construction may cause you to pay more than is required.

The Plan Reviewer will make any changes necessary to the **Cost of Construction** when reviewing the documents and your cost change will be reflected in the necessary places.

Detailed Description of Work:

In the **Detailed Description of Work** box located below the **Revision to Original Permit#** box provide the **Old Cost** (cost of construction from old permit issued) and **New Cost** (cost of construction of revised portion of new permit to be issued). This cost can be the same if no increase in cost. This information is needed to make sure your revised permit displays the correct cost of construction on the permit.

[Click Here For Video](#)

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