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PLI's Guidelines for Permit Amendments

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PURPOSE: This bulletin is intended to identify when an amended permit is necessary and outline the procedure to amend a permit after a permit has been issued.

PLI'S GUIDELINES FOR PERMIT AMENDMENTS

1. **Definitions.** The following definitions shall apply to this policy.
 - a) **Revision:** modifications as described in this policy prior to issuance.
 - b) **Amendment:** modification as described in this policy after issuance but prior to permit cancellation, completion, revocation, or withdrawal.
 - c) **Major change:** changes that require an amendment.
 - d) **Minor change:** changes that do not require an amendment.
2. **Major change.** For the purposes of this policy, the following types of changes shall be considered major changes for each permit type:
 - a) **Building Permit.** Changes/modifications to the:
 - i) Size and/or location of new structures, additions, and accessory structures beyond setbacks approved by Zoning.
 - ii) Configuration or capacity of the means of egress system.
 - iii) Location or configuration of the accessible route.
 - iv) Location and/or number of required accessible features (parking spaces, plumbing fixtures, dining surfaces, etc.)
 - v) Structural system that affects primary structural members.
 - vi) Composition of required fire-rated assemblies.
 - vii) Occupancy and/or use.
 - viii) Adding/removing an accessory structure (fence, retaining wall, deck, pool, shed, or garage).

- b) **Electrical Permit.** Changes/modifications to the:
 - i) Capacity, overcurrent, phase or voltage of a service, service equipment, feeders and/or panels.
 - ii) Type or method of approved lighting controls.
 - iii) Location of exterior equipment beyond setbacks approved by Zoning.
 - iv) Adding/removing service equipment, transformers, generators, and/or panels.

- c) **Fire Alarm Permit.** Changes/modifications to the:
 - i) Location of control and/or annunciator panels.
 - ii) Approved equipment, including manufacturer.
 - iii) Increasing visual devices by more than ten percent (10%) or more than two (2) devices whichever is greater.
 - (1) Increases below this threshold shall include documentation from design professional or NICET Level III individual responsible for permit design that system has sufficient capacity to support additional devices submitted as a close-out document via OneStopPGH portal.
 - iv) Increasing other devices more than ten percent (10%) or more than two (2) devices whichever is greater.
 - (1) Increases below this threshold shall include documentation from design professional or NICET Level III individual responsible for permit design that system has sufficient capacity to support additional devices submitted as a close-out document via OneStopPGH portal.

- d) **Land Operations Permit.** Changes/modifications to the:
 - i) Finished slope.
 - ii) Volume of grading more than ten percent (10%).
 - iii) Area of non-permeable or semi-permeable surfaces of more than ten percent (10%).

- e) **Mechanical Permit.** Changes/modifications to the:
 - i) Location of fire-rated shafts and/or means of protecting duct penetrations.
 - ii) Location of exterior equipment beyond setbacks approved by Zoning.
 - iii) Location of interior primary equipment to a different room or other similar significant location change.
 - iv) Configuration of approved ductwork layout.
 - v) Approved equipment, including manufacturer.
 - vi) Type of grease duct or grease duct enclosure.
 - vii) Cooking equipment type or location under a hood.
 - viii) Included systems (ventilation, heating/cooling, exhaust, hood systems) i.e., adding new or removing existing systems.

- f) **Occupancy Only Permit.** Changes/modifications to the:
 - i) Nature of use.
 - ii) Configuration of spaces.
 - iii) Configuration or capacity of the means of egress system.
 - iv) Accessible route when applicable.
- g) **Occupant Load Permit.** Changes/modifications to the:
 - i) Type of seating provided.
 - ii) Configuration or capacity of the means of egress system.
- h) **Plumbing Permit.** PLI does not regulate plumbing permits, please consult Allegheny County Health Department for guidance regarding changes to permit scope.
- i) **Sign Permit.** Changes/modifications to the:
 - i) Size or type of sign.
 - ii) Attachment method of the sign.
 - iii) Location of sign beyond setbacks approved by Zoning.
 - iv) Mounting height of sign.
 - v) Illumination of sign i.e., adding or removing internal illumination of sign.
- j) **Suppression System Permit.** Changes/modifications to the:
 - i) Configuration of main branch piping or similar changes that impact system design.
 - ii) Approved equipment, including manufacturer.
 - iii) Cooking equipment type or location under a hood.
 - iv) Adding new system types.
 - v) Adding more than ten percent (10%) of heads in a work area or more than two (2) whichever is greater.

(1) Increases below this threshold shall include documentation from design professional or NICET Level III individual responsible for permit design that system has sufficient capacity to support additional devices submitted as a close-out document via OneStopPGH portal.

3. **Revision.** The following shall apply to revisions.

- a) **Allowable Modifications.** PLI will accept modifications to construction drawings, work description, type of work, work scope, and occupancy description prior to issuance of a permit.
- b) **Revision after Approval.** Revisions submitted after the permit approval will require OneStopPGH staff aid and cannot be submitted directly through the OneStopPGH portal. Please contact pliappstech@pittsburghpa.gov or 412-255-2197 to submit revisions after permit approval.
- c) **Submission Format.** Note that revisions which change the method of submission from hard copy to electronic or vice versa shall require submitting the entire set of construction documents in the new format.

4. **Amendment NOT Required.** An amendment shall not be required if all the following are applicable to the proposed change:
- a) **Permit.** Change does not affect the permit identified structure type, type of work, work scope(s), work description, permit comments/conditions, and/or occupancy description.
 - b) **Minor Changes.** These are limited to changes not identified as major changes in 2 of this policy and as confirmed by the assigned PLI Inspector. Questions regarding this assessment can be directed to pliconstructionsupervisors@pittsburghpa.gov.
 - c) **Design Professional Approval.** The changes have been documented by the design professional or NICET Level III individual responsible for permit design and submitted as a close-out document via OneStopPGH portal.
 - d) **Other Agency Review.** The changes do not require another agency review, such as Zoning.
5. **Amendment Required.** The following changes shall require an amended permit:
- a) **Permit Corrections.** Corrections to any information that appears on an issued permit including permit address, owner information, work description, occupancy description, etc.
 - b) **Change Contractor/Trade License Holder.** To change the Contractor or Trade License holder, including in cases where the same licensee is amending a permit to identify a new license number due to lapse of previous license i.e., expired past sixty (60) days.
 - c) **Design Professional/NICET Individual Change.** To change the Licensed Design Professional or NICET Level III individual responsible for the permit design.
 - d) **Permit Changes.** Changes that require modifying one or more of the following: the structure type, work type, work scope (removing or adding scope items), work description (removing or adding items included), and occupancy description.
 - e) **Permit Conditions.** Changes that no longer comply with conditions of approval as identified in the permit comments/conditions.
 - f) **Major changes.** Changes of a type, or similar type, of change identified in item 2 of this policy.
 - g) **Special inspections.** Changes to required Special Inspections.
6. **Amended Permit Procedures.** The following procedures shall apply to Amendments:
- a) **Amendment Request.** Amendment requests shall comply with the following:
 - i) **OneStopPGH Portal.** Only the contractor or trade license holder can submit amendment requests through the OneStopPGH portal.
 - ii) **OneStopPGH Counter.** Any authorized agent of the owner, including the original applicant, may submit an amended permit application to the OneStopPGH counter.
 - iii) **Structure Type Changes.** All amendment requests to change structure type shall require OneStopPGH staff aid. Please contact pliapptech@pittsburghpa.gov or 412-255-2197 to facilitate this amendment type.
 - b) **Amendment Revisions.** If revisions are required after amendment submission, the revision request will be sent to the applicant and the applicant will be responsible for resubmission.

- c) **Amendment Fees.** Amendment shall require payment of amendment application and issuance fees per [PLI's current fee schedule](#). Please note the following:
 - i) **No Fee Amendment.** Amendments limited solely to permit corrections as identified in item 5.a of this policy are not subject to amendment fees. Please contact pliconstructionsupervisors@pittsburghpa.gov or submit the amendment at the OneStopPGH Counter to process the amendment without fees.
 - ii) **Additional Fees.** Additional Zoning fees may apply if a new and/or amended ZDR application is required.
- d) **Construction Documents.** Any changes to the approved construction documents shall comply with the requirements of PLI's "[Standard Permit Application Requirements](#)" bulletin. Depending on the nature of the amendment, additional and/or new documentation may be required for review as determined by OneStopPGH.
- e) **DCP Review.** Amendments for permits that included work regulated by the Zoning code shall be reviewed by DCP staff to confirm the design is still in accordance with Zoning approval. A new and/or amended Zoning Development Review (ZDR) may be required.
- f) **Amendment Revisions/Resubmissions.** If revisions are requested, the applicant shall be responsible for resubmitting.
- g) **Inspections.** During the amendment process, inspection requests shall be submitted by directly contacting [the assigned inspector](#); requests cannot be submitted through the OneStopPGH portal. Note that work associated with amendments is not authorized until the amended permit is issued; no inspections will be granted for areas directly related/covered by the amendment.
- h) **Amendment Issuance.** If the amendment is accepted, the standard finalize application process will be followed to identify the selected contractor, acceptance of the assignment and payment of any remaining fees. Note the amended permit shall cover the entire project, not just the changes, including work description, work scope, and/or occupancy description.

7. New Permit Required. The following shall require a new permit:

- a) **Completed Permit.** Changes to permits that have been cancelled, completed, revoked, withdrawn, or voided.
- b) **Phased Permits.** Projects that are separated into phases such as foundation, superstructure, core and shell, and fit-out shall be assigned separate permits for each phase.
- c) **New Work.** New work added to a project, such that the original permit is unaffected.
- d) **Case-by Case.** PLI reserves right to request new a permit for the following:
 - i) **Change in Use.** Changing the use of building, not previously evaluated.
 - ii) **Work Area Increase.** For commercial structures when the amended work area:
 - (1) Increases greater than twenty percent (20%), or
 - (2) Extends to additional stories for non-incidental work.
 - iii) **System Type.** Adding a new mechanical or suppression system type, not previously included.