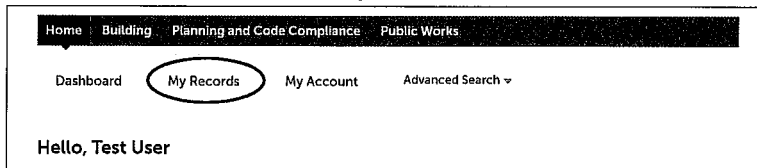


# Applying for a Revision on an Issued Permit

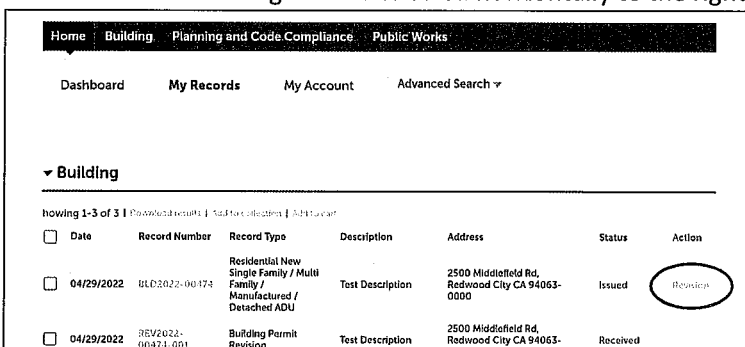
A **revision** is an amendment to an issued permit. Revisions are processed as separate revision permits but will always be related to a primary building permit. Multiple revisions can occur simultaneously. All inspections are managed under the primary building permit.

To apply for a revision on an issued permit:

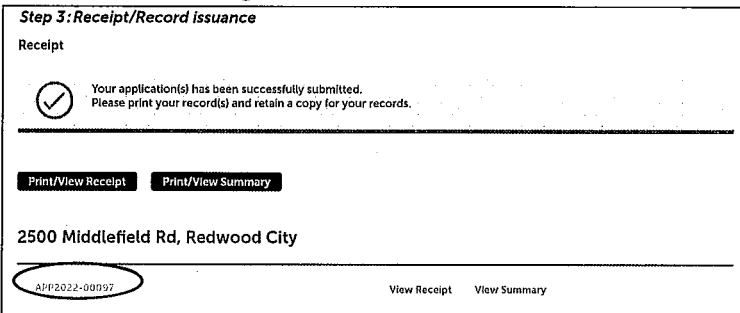
1. Sign into the **San Mateo County Online Permit Center** and locate the **My Records** link.



2. The **My Records** page lists all records that are associated with your online account. Once a permit has been issued, a Revision link will be added to the **Action** column. Click it to begin. The application process for a revision is the same process as a for a building permit. Note: if the Action column is missing be sure to scroll horizontally to the right.



3. After the application has been submitted, a temporary application record number, beginning with **APP**, will be assigned.



4. Once the application has been accepted for processing, the record number will be converted to an REV record number that looks like the primary BLD record number.

