



City of Keene, NH  
**PERMISSION TO ALTER PLANS & SCOPE OF  
ACTIVE/ISSUED PERMIT**

*If you have questions completing this form, call (603) 352-5440 or  
email [permittech@keenenh.gov](mailto:permittech@keenenh.gov)*

The filing of this application shall not be deemed as an approval. Once reviewed, and approved by this Department, a copy of the revised, reviewed plans and this form must be kept on the job site with the original permit.

**WE HEREBY REQUEST TO ALTER THE APPROVED PERMIT :**

PERMIT #:

DATE ISSUED:

ADDRESS:

PRINTED NAME:

COMPANY NAME:

MAILING ADDRESS:

PHONE:

EMAIL:

SIGNATURE:

DATE:

PRINTED NAME:

COMPANY NAME:

MAILING ADDRESS:

PHONE:

EMAIL:

SIGNATURE:

DATE:

**NATURE OF CHANGE: (Specific description and three sets of construction plans)**

PLAN DATE/PLAN NUMBER/PAGES TO BE CHANGED:

ADDITIONAL VALUE OF CONSTRUCTION: \$

**For Office Use Only:**

Date Received: \_\_\_\_\_ Received By \_\_\_\_\_

Additional Fee \_\_\_\_\_

Reviewed By \_\_\_\_\_ Review Date \_\_\_\_\_