

# HOW TO AMEND A COMMERCIAL PERMIT

Revise plans, add interior sub-contractor, etc.

- EXTERIOR AMENDMENT-REQUIRES SPR AMENDMENT-CONTACT PLANNING AT [planninginfo@buncombecounty.org](mailto:planninginfo@buncombecounty.org) or 828-250-4830  
ONCE APPROVED BY PLANNING, FOLLOW DIRECTIONS BELOW
  
- INTERIOR/EXTERIOR AMENDMENT TO PLANS
  - UPLOAD [AMENDMENT APPLICATION](#)
  - ONCE PROCESSED AMENDMENT FEE WILL BE ADDED TO THE PERMIT
  - PAY THE AMENDMENT FEE
  - UPLOAD REVISED DRAWINGS IF APPLICABLE  
For plan amendments, you will receive an email for the next step
  
- APPLICATION ONLY AMENDMENT (adding sub-contractor for interior work only, changing contacts)
  - UPLOAD [AMENDMENT APPLICATION](#)
  - ONCE PROCESSED AMENDMENT FEE WILL BE ADDED TO THE PERMIT
  - PAY THE AMENDMENT FEE  
Once complete you will receive an email verifying changes
  
- TO CHANGE SUB-CONTRACTORS ON A PERMIT
  - UTILIZE THE FOLLOWING FORM  
<https://www.buncombecounty.org/common/permits/SubcontractorNameChangeForm.pdf>