

SECTION K

CHANGE ORDER REVIEW FORM

CHANGE ORDER REVIEW FORM

The Change Order Review Form shall be used by the Contractor or Applicant whenever field construction revisions are needed to approved plans and specifications. This form shall be submitted to the County for review and will be used as the basis for determining the magnitude of the change and subsequent requirements for re-submittal of the plans or allowance of field changes to proceed without additional submittals.

The County reserves the right to require all, partial, or no re-submittal of approved plans and/or specifications depending upon the magnitude of the changes fiscally, environmentally, structurally, etc., or as otherwise determined by the County.

If changes are to be made to an engineered system, the submittal must include a certification from the design Professional Engineer verifying the adequacy of the proposed changes, i.e., changes in pipe grade, size, materials, pond size, infiltration modifications, etc..

Note:

Some pages in this document have been purposefully skipped or blank pages inserted so that this document will copy correctly when duplexed.

CHANGE ORDER REVIEW FORM

Date: _____ Project: _____
Site Address: _____ S/T/R: _____
App./Permit No(s): _____ File: _____
Design Engineer: _____ Firm: _____
Request approval for the following change to the plans for the above mentioned project
which were approved on: _____:

Reason for change:

Revised Plan or additional information attached? () Yes () No

Requested By: _____ Of: _____

Address: _____

Phone: _____ Signature: _____

INSPECTOR ACTION

Change is: () Approved () Referred to Review Eng. () Disapproved
() Additional information required, see comments. () As Built Plans Rqd.

Comments: _____

Signature: _____ Date: _____

REVIEW ENGINEER ACTION

Change is: () Approved () Referred to Public Wks. () Disapproved
() Additional information required, see comments. () As Built Plans Rqd.

Comments: _____

Signature: _____ Date: _____

PUBLIC WORKS ACTION

Change is: () Approved () Disapproved
() Additional information required, see comments. () As Built Plans Rqd.

Comments: _____

Signature: _____ Date: _____

Distribution: One each to Design Engineer, Applicant, Inspector and File.

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