

**SECTION H**

**CHANGE ORDER REVIEW FORM**

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## **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..

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**CHANGE ORDER REVIEW FORM**

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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:

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**INSPECTOR ACTION**

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

Comments:

Signature: \_\_\_\_\_ Date:

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**REVIEW ENGINEER ACTION**

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

Comments:

Signature: \_\_\_\_\_ Date:

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**PUBLIC WORKS ACTION**

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

Comments:

Signature: \_\_\_\_\_ Date:

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

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