

## **Field Change Request** **Procedures**

If the contractor or consultant wants a field change that the City feels is minor enough to not require a plan revision, then the consultant initiates the Field Change Request (FCR). The contractor signs off – indicating that he knows what he is supposed to do. Department of Public Utilities (DPU) approves or not and then Department of Development and Permits (D & P) approves or not. The City keeps the original and D & P inspector gives a copy to the contractor. The consultant should also get an approved copy.

Engineering may determine the change requires detailed engineer review (ex. calculations), then a formal plan revision will be required.

D & P will route copies:

- One - Review Engineer
- Three - To the Inspectors (Field Inspector provides one copy to contractor)
- One - Mailed to the consultant
- One - Public Utilities (original signatures, if utility related)
- One - Development Construction File