

## 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 Public Works (DPW) approves or not. The City keeps the original and DPW 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.

DPW 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