

## FIELD CHANGE ORDER FORM

### Purpose:

- To fast track the approval of minor field changes to approved plans.
- To separate small changes (those that require less than 15 minutes of plan review) from a change that requires a regular change order.
- To enable inspectors to accept and document minor field revisions without requiring formal change orders.
- To document the engineer, architect or designer of record approval of a minor field change.

### Procedure:

- The field change order form is completed and signed by the engineer, architect or designer of record or their designee.
- The engineer, architect, designer, contractor, project manager, etc. may submit the completed field change order form to either the project plan reviewer or to the inspector at the job site. Please note:
  1. Non-prescriptive engineered designs require calculations and consequently plan review. It is recommended that engineered designs be submitted directly to the plan reviewer.
  2. Please include contact information so that comments or approved documents can be emailed or faxed back to the engineer, architect, designer and/or contractor.
  3. When a field change order form is submitted to the inspector in the field, the inspector will:
    - a. Approve the field changes; or
    - b. Make the determination that plan review is required.
  4. Inspectors can approve field changes that are appropriate solutions to field situations and have minimal impact on the design.
  5. If plan review is required, it is the contractor's responsibility to submit the field change order to plan review for approval. The contractor may proceed at their own risk prior to receiving plan review approval. The inspector will inspect the field change in accordance with the design provided by the engineer/architect/designer and note on the inspection report that plan review approval is required for final resolution of the field change. The correction of any deficiencies discovered by plan review is the responsibility of the permit applicant and/or owner.
  6. Field change orders, due to their minor nature, do not involve a fee. Field changes that require more than 15 minutes plan review time do not qualify as a field change orders. These changes require the standard change order process and involve a fee.
  7. The inspector will return the accepted field change order to the department for filing. It is the contractor's responsibility to obtain copies for their records.

Plan Reviewer	Email
Leigh Bergstrom	<a href="mailto:leigh.bergstrom@anchorageak.gov">leigh.bergstrom@anchorageak.gov</a>
Don Crafts	<a href="mailto:donald.crafts@anchorageak.gov">donald.crafts@anchorageak.gov</a>
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**MUNICIPALITY OF ANCHORAGE**  
**Building Safety Division**



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**FIELD CHANGE ORDER FORM**

Project Name: \_\_\_\_\_ Permit #: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Contractor: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Original Drawing Sheet or Detail Number: \_\_\_\_\_ Date of Original: \_\_\_\_\_

Description of Change: \_\_\_\_\_  See attached sketch

Engineer/Architect/Designer of Record (print name): \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature of Engineer/Architect/Designer of Record: \_\_\_\_\_

Building Safety Comments:

\_\_\_\_\_ Use of Field Change Order Form Appropriate  
\_\_\_\_\_ Requires Plan Review; Proceed at Your Own Risk (see comments)

Inspector (print): \_\_\_\_\_ Date: \_\_\_\_\_