



DESIGN CHANGE REQUEST (CONSTRUCTION)

PERMIT NAME		PBOT PERMIT NO.	BES PERMIT NO.	DATE OF REQUEST
REQUESTOR	RELATIONSHIP TO PERMIT	If construction engineer is not Engineer of Record, has the EOR been notified of proposed change?		YES <input type="checkbox"/> NO <input type="checkbox"/>
MAILING ADDRESS		PHONE NUMBER	EMAIL ADDRESS	
WHAT IS THE REQUESTED CHANGE?				
				<i>CONTINUED ON BACK</i> <input type="checkbox"/>
REASON FOR THE CHANGE (DESIGN OR SURVEY ERROR OR OMISSION, DIFFERING SITE CONDITION, OR OTHER)				
				<i>CONTINUED ON BACK</i> <input type="checkbox"/>
CHECK ALL ELEMENTS THAT ARE AFFECTED BY THE REQUESTED DESIGN CHANGE:				
<input type="checkbox"/> Street pavement		<input type="checkbox"/> Sidewalk		
<input type="checkbox"/> Signal / Street lighting system		<input type="checkbox"/> Sewer (sanitary, storm), inlet leads, inlets		
<input type="checkbox"/> Water facilities (main, hydrant, meter, vault)		<input type="checkbox"/> Trees		
<input type="checkbox"/> Utilities (power, gas, telecom, et al)		<input type="checkbox"/> Other		
REQUESTOR SIGNATURE			DATE	
ATTACH SUPPORTING DOCUMENTS TO EMAIL SUBMITTAL (OR PROVIDE SERVER / URL LINK BELOW)				

CITY STAFF APPROVAL

BUREAU	N/A	YES	NO	REPRESENTATIVE	SIGNATURE	DATE
BES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
PWB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
PP&R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SSL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
PBOT		<input type="checkbox"/>	<input type="checkbox"/>			

REASON FOR NOT APPROVING

WHAT ARE THE REQUESTED CHANGES? (CON'T)

REASON FOR THE CHANGE (DESIGN OR SURVEY ERROR, DIFFERING SITE CONDITION, OR OTHER) – (CON'T)

PHOTOS