



MUNICIPALITY OF ANCHORAGE
Building Safety Division



MISCELLANEOUS FIELD CHANGE TO APPROVED PLANS

Project Name: _____ Permit #: _____

Legal Description: _____

Engineer/Architect/Designer: _____ Phone: _____

Affected Contractors: _____

Original Drawing Sheet or Detail Number: _____ Date of Original: _____

Description of Change: _____ See attached sketch

Signature of Engineer/Architect/Designer: _____

Printed Name: _____ Date: _____

Phone Number: _____

Building Safety Comments:

- _____ Use of Field Change Order Appropriate
- _____ Requires Plan Review; Proceed at Your Own Risk Until Approved (see comments)
- _____ Requires Plan Review; Stop Work on Proposed Changed Until Approved (see comments)

Inspector: _____ Date: _____

FAST TRACK DESIGN CHANGE ORDERS

Purpose

To separate small changes from those that require plan review.

To enable inspectors to accept minor plan revisions that are code compliant but provide less or more in some way than the approved plans.

To incorporate minor changes to a project without ongoing redrawing of plans (redrawing each time).

To provide documentation for the inspector of the engineer/architect/designer's approval of the change.

Procedure

Field change order is described and stamped/signed by the engineer/architect/designer.

Engineer (or contractor, project manager, etc.) either:

1. faxes the field change order to inspection request line, along with the inspection request (we provide a copy for them); or
2. provides the document for the inspector on-site. It is the contractor's responsibility to obtain copies for their records if the document wasn't faxed in.

The inspector completes his comments:

1. Indicates the work cannot proceed until the change is approved by plan review; or
2. Indicates that the changes have minimal impact and are appropriate solutions to field situations not requiring further plan review

Inspector provides a copy of accepted field change to plan reviewer.