

Teller County  
Community Development Services Division  Building Department



719-687-3048  Fax 719-687-5256  PO Box 1886  Woodland Park, CO 80866

## CHANGE ORDER REQUEST

Owner Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Permit # \_\_\_\_\_

Site Address: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

**DETAILED DESCRIPTION OF CHANGE:** Correspond changed areas on plans with numbered lines and **clouded outline**. Please give as much detail as possible for the plan reviewer. Lack of information may cause delays and additional fees. **No inspections will be scheduled during plan review duration.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

### SUBMITAL CHECKLIST:

- Original approved Job Set Plans**
- 2-Sets of full size detailed drawings of changes located on plans by clouded outline. (MARKED-UP JOB-SET WILL NOT BE ACCEPTED)**
- Architectural/engineering approvals may be required
- Revised Site Plan if applicable
- \$50.00 Fee required at submittal
- An additional \$55.00 per hour for plan review time and any additional fees for addition square footage or remodeled spaces will be assessed upon completion of the review of the change order request
- BOTH OWNER AND CONTRACTOR MUST SIGN THE CHANGE ORDER BEFORE SUBMITTAL**

