

**Teller County**  
**Community Development Services Division** □ **Building Department**



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

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## 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.
- \_\_\_ Architectural/engineering approvals may be required
- \_\_\_ Revised Site Plan if applicable
- \_\_\_ City Approval if applicable (Woodland Park Planning & Zoning 687-9245, City of Victor 689-2284)
- \_\_\_ \$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

Additional requests for submitted drawings: design professional approval, details, and etc. please note:

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Date & Time Called: \_\_\_\_\_

Person(s) Contacted: \_\_\_\_\_

Date Returned to Building Department: \_\_\_\_\_

NOTES:

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewed By

\_\_\_\_\_  
Date Completed