



## PUBLIC WORKS FIELD CHANGE REQUEST INSTRUCTIONS

*Department of Public Works*

101 City Hall Plaza | Durham, NC 27701

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[www.durhamnc.gov](http://www.durhamnc.gov)

To request a field change please contact Brian Sessoms and Justin Weist:

- Send email to [Brian.Sessoms@durhamnc.gov](mailto:Brian.Sessoms@durhamnc.gov) and [Justin.Weist@durhamnc.gov](mailto:Justin.Weist@durhamnc.gov)
- Subject line of email: **FIELD CHANGE REQUEST: *Project Name, Project Phase***
- Body of email: Provide a brief description of the proposed revision
- Attachment(s): Attach a PDF of the applicable approved construction drawing sheet(s) with the proposed revision highlighted

The proposed revision will be evaluated and a determination will be made if a field change submittal is appropriate.

If it is determined that the proposed revision can be submitted as a field change, the applicant will be provided instructions concerning submittal requirements, review process, and associated fees.