



**PALM BEACH COUNTY
PLANNING, ZONING AND BUILDING DEPARTMENT BUILDING
DIVISION**

**CONTRACTOR'S FIELD CHANGE REQUEST FORM
(For Contractor Use & Submittal)**

This form is for the Permit Holder to request approval on changes in the Reviewed Set of Plans for deviations other than Structural or Life Safety items, which will be concealed from view in the completed work. (Formal Revision of Plans, through the Permit Center is required on structural and/or life safety changes.)

I _____ the Holder for Permit Number _____, am submitting this change for the following non-structural or non-life safety item(s), with the knowledge and concurrence of the Owner and the Professional Designer.

Signed by Permit Holder Date

Printed Name of Permit Holder

SITUS ADDRESS: _____

TYPE OF CHANGE: _____

Non-structural or Non-life safety item concealed in the finished work

WORK SHOWN ON PLAN SHEET NUMBERS _____

INSPECTOR USE ONLY

The above non-structural or non-life safety changes have been made by the Permit Holder. The AS-built construction work meets adopted codes based on my visual inspection.

Signed by Inspector

Date

Printed name of Inspector

CHIEF INSPECTOR'S ACTION

APPROVED. Requested change is OK and this form is sent to records _____

NOT APPROVED. Contractor must submit formal Revision to Permit Center. _____

Signature of Chief Inspector

Date

Printed Name of Chief Inspector

Original copy submitted by Inspector to Chief Copy to be mailed to Contractor to be stapled to field set of plans.

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