

**North Carolina State Construction Office**

**Change Order/Shop Drawing Review Request**

Owning Agency:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title:

SCO ID No:

Contractor:

Designer: SCO Monitor:

All documents submitted for Change Order / Shop Drawing Review must be accompanied by this form.

Address to: Design Review Section, 301 North Wilmington Street, Suite 450, Raleigh, NC 27601 – if sent Overnight Design Review Section, 1307 Mail Service Center, Raleigh, NC 27699-1307 – if by regular mail

# Check all boxes that apply.

**Shop Drawings – Structural**

Pre-Engineered Wood Roof Trusses Pre-Engineered Metal Buildings Precast Building Structures

Precast Parking Decks

Light Gage Metal Framing (LGMF) for Bearing Walls Permanent Pre-Engineered Steel/Aluminum Bleachers

Other Structural Systems (judiciously required when warranted)

# Shop Drawings – Fire Protection/Sprinkler

**Proposed Change Order that impacts any of the following**:

North Carolina Building Codes

 Life Safety Structural integrity

 Other:

***Designer of Record Statement***:

Code Impacts due to proposed change order have been considered and addressed by Designer of Record.

Shop drawings have been reviewed and stamped as “Approved” or “No Exceptions” by Engineer of Record.

Designer of Record Printed Name & Signature:

Designer’s Email Address:

Phone #: