

Construction Contract Change Order

Owner:		Date:	
Project Name:			
MI Project #:			
Consultant:			
Contractor:		Change Order #:	

Description of Change (add pages if necessary)

Reason for Change

Effect on Schedule

☐ This Change Order WILL NOT change the schedule

☐ This Change Order WILL change the schedule

Revised Completion Date

Additional working days

Effect on Financial

☐ No Change

☐ Addition to Contract including HST

\$

☐ Deduction from Contract including HST

\$

Original Contract value incl. HST

\$

Total of all previous Change Orders incl. HST

\$

New Contract Total incl. HST

\$

Contractor Signature		
Date	Name - printed	Contractor Representative - Signature
Enclosed Documents (list back up from Contractor)		
Consultant Recommendation		
Date	Name – printed	Consultant Representative - Signature
Owner Authorization to Proceed		
☐ Approved	Council Resolution #	
☐ Delegated Authority (attached)		
☐ Rejected		
Date	Name - printed	Owner - Signature
Municipal Infrastructure Approval		
Approval based on the eligibility and availability of project funds only. Should the work be ineligible or project funds fully expended, the Owner is responsible for the cost.		
Date	Name – printed	MI Regional Engineer - Signature
Change Order Category		
☐ Additional design requirement - Owner ☐ Design error or omission ☐ Site conditions ☐ Change in regulations or codes ☐ Other (describe): _____		