



CITY OF DURHAM – CONSTRUCTION DRAWING FIELD CHANGE SUBMITTAL CHECKLIST

Department of Public Works
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Public Works Construction Drawing Field Change is considered as minor revisions to the previously approved construction drawings.

- If the revision requires significant amount of review effort and/or have significant impact to the design or construction, submit [Construction Drawing Amendment](#).
- If the revision does not meet the requirements set by the current City of Durham Construction Standards and/or Reference Guide for Development (RGD), submit [RGD Alternative Application](#).
- If the revision applies to a project site which has been closed out, apply for [ROW or Private Property Permit](#).

A. Pre-Submittal

Applicants are encouraged to email Engineering Reviewer to determine if a field change submittal is appropriate and to obtain submittal guidance.

If it is determined that the proposed revisions can be submitted as a field change, follow the instructions below to pay fee and submit the field change request.

B. Field Change Fee

The Field Change Fee is **\$208** (\$200 review fee + 4% technology surcharge) per submittal. See How to Pay for payment instructions on next page.

C. Submittal Checklist

- Submit Field Change Request.
Field Change request is submitted by email to Engineering Reviewer (Justin Weist, Justin.Weist@durhamnc.gov and Yi Wang, Yi.Wang@durhamnc.gov), with subject line of email: FIELD CHANGE REQUEST: Project Name, Project Phase, Keywords.
- Payment receipt.
- Description of the proposed revisions. Specify if current City Standards and RGD have met.
- Drawings. Full size sheet(s) in PDF with the proposed field changes bubbled with **RED** revision clouds. All sheets shall have an updated Revision Info on the title block. All sheets shall be signed and sealed by a PE.
- Supporting calculations. Such as, gutter spread calculations, hydraulic calculations, fire flow analysis, and etc. All reports shall be signed and sealed by a PE.
- Other documents. Engineering Reviewer may request additional information.

How to Pay

Public Works Construction Drawing Field Change \$208 Fee:

Go to the DSC Paymentus web payment portal:

<https://ipn2.paymentus.com/rotp/dhds>

1. From the “Select a Payment Type” drop down menu, choose:
“1-Engr As-Built, CD, Video, UEA”
2. In the “Case # or project information” box enter:
FieldCH-Project Name–project phase

Example: For a City Hall Expansion Phase 2 project, enter the following:

FieldCH-CityHallExpansion-PH2.
3. In the “Project Name/Info” box enter any additional descriptive information as applicable to your project.
4. Fill out the payment information fields and choose a method of payment. (Please be aware that the third party vendor charges a convenience fee. The fee is 3.3% for debit/credit payments or a flat \$0.50 for echeck payments.)
5. Enter **\$208** in the “Pay This Amount” field and submit.
6. You should receive and immediate confirmation of payment. Submit this confirmation of payment with your application.