



## Request Form for Changes to Blueprints

In order to help you finalize your custom home design, please complete the form below to request changes to blueprints. We need to create Final Construction Documents in order to begin with construction of your home. Therefore, time is of the essence. We understand that you may wish to make changes, and we allow three free revisions. While planning your revisions please thoroughly consider all aspects of your home (i.e., HVAC locations). Subsequent revisions may be made, but an additional deposit will be required. **All change requests require 10 to 14 business days to be processed.**

Please note revisions in this manner: 1) Circle and number each change on the plans. 2) Provide a written explanation on the grid below to correspond with the marked changes on the plan. Make your meaning as clear as possible to avoid revision charges and approval delays.

Some requested changes may not be possible due to structural reasons, and we may need to call you and discuss the changes requested. **Please list all phone numbers and e-mail addresses where you may be reached throughout the day.** Also note that changes usually have an effect on the final price of your package.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

List Changes Below:	This Column Reserved For Drafting Use Only
Ex.) 1. Please change the double window marked and circled to a single unit	
<i>More space is provided on following sheet</i>	

