



**Department of Design and Construction Review**  
1231 Louisville Road, Frankfort, Kentucky 40601-6191

**Verification of Department of Design and Construction Review**

Project Name	Address	City	St.	Zip

Description of Change Order:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe plans, specifications, cost-breakdown, and / or supporting documents that help justify the change order that is attached:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date received by KHC Construction Specialist: \_\_\_\_\_

Change Order was approved and considered betterment and/or a necessity for the project.

Change Order was not approved for the following reason/s:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
KHC Construction Specialist

\_\_\_\_\_  
Date of review: MM/DD/20XX

**In order to obtain approval on any change order this document shall be completed and submitted with each Change Order Form AIA Document G 701 and shall bear one of the signatures below in order to be approved.**

\_\_\_\_\_  
John Cora, Assistant Director Design and Construction Review  
Johnny Bush, Manager Construction Review/Analyst

\_\_\_\_\_  
Date of review: MM/DD/20XX