



Non-Material Alteration (NMA) Change Form

NMA Number:	Facility ID Number:	Client Document Name:	Issue Date:
Facility Name and Address:		HCAI/OSHPD Project Name and Number:	
Subject of NMA Change:	<input type="checkbox"/> Contractor RFI	Attached Drawings/Sketches:	
	<input type="checkbox"/> Field Condition		
	<input type="checkbox"/> Owner Request		
	<input type="checkbox"/> DPOR Revision		
	<input type="checkbox"/> OIL Resolution		
Description of NMA Change:		If NMA is clearing outstanding item(s), provide details.	
AOR/EOR Stamp and Signature. <i>Only required if not attaching drawings/sketches.</i>		HCAI/OSHPD Concurrence and Date:	
Check the Type of Non-Material Alteration Change this NMA Represents – Reference CAC Section 7-153(b):			
<input type="checkbox"/>	1. Clarification and interpretation of plans and specifications where substantiating structural calculations are not required.		
<input type="checkbox"/>	2. Construction means and methods.		
<input type="checkbox"/>	3. Substitutions of equipment, products, or materials without increasing loads to mechanical, plumbing, electrical systems, or increasing lateral or gravity loads.		
<input type="checkbox"/>	4. New details based on other approved details, in whole or part, including referenced standards or preapproved details. Reference to the approved details must be shown.		
<input type="checkbox"/>	5. Final routing configurations of ducts, conduits, pipes, etc., where shown diagrammatically on the approved plans.		
<input type="checkbox"/>	6. Dimensional changes to rooms that do not affect code required minimum dimensions, fixed dimensions, minimum room or space requirements and required clearances.		
<input type="checkbox"/>	7. Relocation of doors, windows, electrical switches and outlets, plumbing fixtures, etc., without code implications.		
<input type="checkbox"/>	8. Cabinetry relocation or reconfiguration without code implications.		
Design Professional of Record			
<i>By my signature below, I acknowledge that the documents for the submittal type above have been reviewed and have been found to be in conformance with CAC Section 7-153(b) and the design of the project.</i>			
Signature of Architect or Engineer in Responsible Charge			Date: