

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: <div style="text-align: right; font-size: small;">If NMA is clearing outstanding item(s), provide details.</div>			
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. Substitutions of equipment, products, or materials without increasing loads to mechanical, plumbing, electrical systems, or increasing lateral or gravity loads.		
<input type="checkbox"/>	2. New details that are referenced standards or preapproved details or based on other approved reference standards or preapproved details. Reference to the approved details must be shown.		
<input type="checkbox"/>	3. Final routing configurations of ducts, conduits, pipes, etc., where shown diagrammatically on the approved plans.		
<input type="checkbox"/>	4. 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"/>	5. Relocation of doors, windows, electrical switches and outlets, plumbing fixtures, etc., without code implications.		
<input type="checkbox"/>	6. 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: