



Parks and Recreation Department
City of Bellingham

DESIGN CHANGE NOTICE

DCN No.: _____

Date: _____

Project: _____

To: _____

From: _____

*These instructions are issued for the purpose of clarifying or revising the Contract Documents.
This DCN may change the contract price and/or time to complete the project as indicated below:*

Subject: _____

Attachments: _____

Issued By: _____ Date: _____

Contractor's Evaluation of Impacts:

Cost Impact: ☐ Increase ☐ Decrease ☐ None
Schedule Impact: ☐ Increase ☐ Decrease ☐ None

COMMENTS:

Evaluated By: _____ Date: _____

When a DCN instruction results in either a cost or schedule impact (increase or decrease), the Contractor shall initiate a change request (CR) using an approved form within 20 days of receiving this DCN form. Any work performed prior to approval of the Change Order is at the Contractor's risk. If a CR is not submitted within 20 days, the Contractor shall perform the work with no change in contract price or time.