

Construction change order

General information to help you organise your paperwork. Not legal advice.

Identify the revision and decision

Use this form to record an expressly agreed change. Until authorization is recorded, mark it proposed. A signature confirming attendance or daily quantities is not automatically authorization of this scope, price or schedule.

Project address and original contract date: _____

Owner and contractor legal names: _____

Change ID revision and issue date: _____

Status proposed or approved: _____

Request or instruction reference: _____

Authorized representatives and authority basis: _____

Original scope reference	Addition deletion or substitution	Revised scope and limits

Attachments drawings and specification revisions: _____

Exclusions assumptions and unresolved interfaces: _____

Record price and schedule separately

Price item	Amount CAD	Basis / attachment
Net direct cost	[enter]	[labour material equipment subcontract less omissions]
Overhead	[enter]	[rate and eligible base]
Markup	[enter]	[rate and eligible base]
Net change before tax	[enter]	[reconciled subtotal]
Tax and gross change	[enter]	[tax basis and amount]

Price basis fixed unit rates or time and materials: _____

Cap allowance or quote validity if applicable: _____

Payment milestone invoice requirements and holdback basis:

Original completion date and affected activity: _____

Proposed calendar or working day impact and basis: _____

Agreed revised milestone or schedule reservation: _____

Separate anticipated duration from an agreed extension. Record overlapping delays and dependencies; do not add every activity delay to the project completion date.

Current contract value before this change excluding tax: _____

Revised contract value after this change excluding tax: _____

Authorization and distribution

The parties record agreement only to the described revision and completed terms. List any matter still reserved, including price components or schedule effects. Do not insert broad waivers or releases without qualified review.

Owner representative name title and authority: _____

Owner signature and date: _____

Contractor representative name title and authority: _____

Contractor signature and date: _____

Other required consultant or lender approval: _____

Conditions that must be satisfied before starting: _____

- ☐ The approved revision matches the pricing attachment and scope comparison.
- ☐ Omissions are credited once and allowances are not duplicated.
- ☐ Tax treatment and contract total are reconciled.
- ☐ Site supervisor has the approved scope and restrictions.
- ☐ Copies sent to authorized parties and register updated.

Distribution list and date: _____

Work start instruction and limits: _____

Internal review and unresolved legal questions: _____

This draft does not determine the effect of an unsigned change or override the governing contract or consumer legislation.

Before you act: this document is general information prepared by ArtBuild to help you organise facts and paperwork. It is not legal advice and has not been reviewed by a lawyer for your situation. Rules differ by province and territory and change over time. Check the official source for your project, and for deadlines, liens, court or insolvency steps, speak with a lawyer licensed where the project is located.