# Instructions

* **All form fields are required.** Incomplete forms will be returned without consideration.
* Submit only one exception request per form.
* The Design Professional shall complete this form for each item where an exception is requested.
* Submission is handled by the UNT System or UNT Project Manager.
* Email complete forms to UDCS@unt.edu.
* **Attach relevant plans, details, cut sheets, illustrations, sketches, calculations or supporting material necessary to explain the request in detail.**

|  |
| --- |
| **Project Information** |
| Project #Project Number | Project NameClick here to enter text |
| UNTS or UNT Project ManagerFirst and Last Name |
| UNTS or UNT Project Manager EmailEmail address | UNTS or UNT Project Manager PhoneXXX-XXX-XXXX |
| UDCS Publication Version and Issue Date Applicable to ProjectEnter text |
| **Request Type (select one)** |
| [ ]  Variance: modify an existing UDCS standard or specification for the project[ ]  Waiver: exclude an existing UDCS standard or specification for the project |
| **Request Information** |
| UDCS SectionClick here to enter text |
| Existing Standards Verbiage (*verbatim from document*)Click here to enter text |
| Requested Exception to the UDCS (*be specific and descriptive*)Click here to enter text |
| Reason for this ExceptionClick here to enter text |
| Explanation of why this Exception does not compromise the project's qualityClick here to enter text |
| If this request has building code implications or triggers a code review, indicate code and sectionClick here to enter text |
| Initial cost impact and life-cycle cost impact analysis *(attach documentation on how these figures are calculated*)Click here to enter text |
| Recommending for permanent change to UDCS: [ ]  Yes [ ]  No |

# Internal Use Only

|  |  |
| --- | --- |
| Approved[ ]  Yes [ ]  No | JustificationClick here to enter text |

*Director or Associate VP level approval required.*

|  |
| --- |
| **Signature** |
| Print NameFirst and Last Name |
| TitleClick here to enter text |
| Signature |
| DateClick here to enter a date |