# 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](mailto: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 Name  Click here to enter text | |
| UNTS or UNT Project Manager  First and Last Name | | |
| UNTS or UNT Project Manager Email  Email address | | UNTS or UNT Project Manager Phone  XXX-XXX-XXXX |
| UDCS Publication Version and Issue Date Applicable to Project  Enter 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 Section  Click 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 Exception  Click here to enter text | | |
| Explanation of why this Exception does not compromise the project's quality  Click here to enter text | | |
| If this request has building code implications or triggers a code review, indicate code and section  Click 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 | Justification  Click here to enter text |

*Director or Associate VP level approval required.*

|  |
| --- |
| **Signature** |
| Print Name  First and Last Name |
| Title  Click here to enter text |
| Signature |
| Date  Click here to enter a date |