



Policy Memorandum–ADMIN 15

To: Building Division Staff
From: Samir Ghosn
Deputy Community Development Director/Chief Building Official
Effective Date: March 10, 2020
Regarding: Change of Registered Design Professional in Responsible Charge

Effective **IMMEDIATELY** the following changes to the permit process and plan review process will take place affecting:

PERMIT PROCESS

1. The owner, or their agent must provide, in writing, a letter to the City stating, the licensed/registered design professional named (engineer and or architect), is no longer associated with their project, and will not continue to perform the required professional services. The letter shall contain the project address and permit number(s). The letter must also include the name and license number of the successor licensee per the 2019 edition of the CBC § 107.3.4 and per the Board of Professional Engineers and Land Surveyors Rules 16 CCR § 404.1 as defined for the “Successor Licensee.”
2. The owner, or their agent shall submit a new permit application to update the permit record to reflect the successor licensee as the new responsible in charge, (engineer and or architect), and pay the required permit issuance fee.
3. Where the successor responsible in charge intends to use the approved plans prepared under the purview of a former responsible professional, the successor licensee shall obtain a written release letter from the former design professional allowing the use of their intellectual property to the named successor licensee.
4. The successor licensee shall submit in writing, a letter stating they assume all responsibility within their area of expertise as of a specified date in the letter. Also, they must state they have reviewed all prior reports and/or plans, (specified by date and title) and work performed by the previous responsible person in charge and concurs with the former findings, conclusions and recommendations and is satisfied with the work performed, or provide recommendations for the required remedial work necessary for their acceptance. When required by the licensee in responsible charge, or required by the code official or the building code, the owner or the successor licensee shall designate a structural observer to perform all structural observations as required and stated within the approved plans.

5. The successor licensee responsible in charge, shall submit a new title sheet for the City's approved plans and the field set, by updating their information relating to the design professional(s), submit signed sheets to the City to update the existing permitted set. The successor licensee shall sign all sheets of the prior approved plans. Should the successor licensee not sign the approved set of plans, the successor licensee shall submit an entirely new set of plans that are stamped and signed by the successor licensee, and consultants.
6. Where the design professional in charge, or City permit technician, or City plan check engineer, or City inspector, determine it is necessary to make changes or update the drawings beyond the cover sheet, based on a modified scope or corrections to the plans, the revised plan set shall be processed as a revision to the permitted set. Additional permits and fees will be required when the revision(s) or added scope is outside the scope of the original approval.

PLAN REVIEW PROCESS

7. Review will be required to ensure the plans, if modified, comply with the code provisions in effect. Barring any changes to the approved plans, a permit must be issued, pending verification with the existing approved plans on file at City Hall.
8. Plan check may be required for additional scope or modified scope of the approved plans on file. The process will be determined by a plan check engineer or a plan check supervisor. All revisions from the original approved plans must be incorporated within the new submittal from the successor licensee responsible in charge, with all appropriate documentations, calculations report, soil report and other relevant documents that might be required by plan check.