

# Registered Design Professional Form

<b>PDS</b>	Department Application
	<b># 304</b>

## Registered Design Professional in Responsible Charge

In accordance with the International Building Code, the **Project Owner** must designate the licensed architect or engineer who is the project's Registered Design Professional in Responsible Charge.

The designated architect/engineer must be a licensed professional, and is responsible for reviewing and coordinating all submittal documents prepared by consultants for compatibility with the building design. Documents may include deferred submittals, special inspections and structural observations.

### Project Information

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**Project Address:** \_\_\_\_\_

**Project/Tenant Name:** \_\_\_\_\_

### Registered Design Professional in Responsible Charge

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**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:**  **Zip:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Role Type:**  Architect  Engineer

### Owner Information

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**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:**  **Zip:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**As the OWNER OF RECORD, I designate the following person as my registered design professional for the project noted.** I understand that the architect/engineer designated shall be responsible for reviewing and coordinating all submittal documents prepared by others for the duration of the project. I also understand that I must provide written notification to the Planning & Development Services Building Inspection Division if my designee is changed.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

Date Received: \_\_\_\_\_  
Revised 10/2008



[www.cityofboise.org/pds](http://www.cityofboise.org/pds)  
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