



PLANNING AND DEVELOPMENT SERVICES

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Registered Design Professional Form

Registered Design Professional in Responsible Charge

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

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

Project Information

Project Address: _____

Project/Tenant Name: _____

Registered Design Professional in Responsible Charge

First Name: _____ **Last Name:** _____

Company: _____ **Phone:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

E-mail: _____ **Cell:** _____

Role Type: Architect Engineer

Owner Information

First Name: _____ **Last Name:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

E-mail: _____ **Cell:** _____

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

Owner Signature

Date