

CHANGE IN DELEGATION OF RESPONSIBILITY

For information on filling out this form, see form DSA 108 Instructions on the DSA [Forms](#) web page.

1. PROJECT INFORMATION

Name of Facility:	DSA File #:	-
Effective Date of Change:	DSA App. #:	-

2. DESCRIPTION OF PORTION OF PROJECT DELEGATED:

Acting for the school board/owner in the legal capacity of agent, I hereby request that the application for approval of drawings and specifications for the subject project be revised to change responsibility for the observation of the ___ portion of the construction (Line #: _____ on application, form DSA 1) as follows in 3-7 below:

3. CHANGE DELEGATION OF RESPONSIBILITY FROM: (Name of individual who will no longer be responsible.)

First Name:	Last Name:
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4. CHANGE DELEGATION OF RESPONSIBILITY TO:(Name of individual who is accepting responsibility.)

First Name:	Last Name:
Email:	Phone #:

5. DISCIPLINE: (Check more than one discipline if applicable.)

<input type="checkbox"/> Architect	<input type="checkbox"/> Structural	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Electrical	Other:
Professional License # (from #4 of this form):				

6. EMPLOYER INFORMATION: (Enter the information for the newly responsible individual's employer.)

Firm Name:			
Address:	City:	State:	Zip:

7. RESPONSIBILITY ACCEPTED BY: (Signature of individual listed in # 4 of this form.)

I hereby accept responsibility for the portion of the project described above and will fulfill my Code required responsibilities from this date forward including but not limited to observing construction, preparing construction change documents, submitting verified reports, etc.

Signature:	Date:
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8. AUTHORIZED AGENT: (Signature of individual ("Applicant") listed in # 21 of form DSA 1.)

Signature:	Date:
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9. GENERAL RESPONSIBLE CHANGE SIGNATURE: (Signature of individual under # 23 of DSA 1.)

The change in responsibility described above is acceptable to me.

Signature:	Date:
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NOTE: An individual relieved of responsibility for observation of construction shall submit a "terminating" verified report (form [DSA 6-AE](#)) for the work done up to the date their responsibility terminated. The report shall include a detailed description of all unresolved construction deviations as well as a description of incomplete work. In the event of death or incapacitation, a letter explaining the circumstances will be accepted in lieu of the report.

cc: School Board