

DELEGATION OF RESPONSIBILITY

Division of the State Architect (DSA) documents referenced within this publication are available on the [DSA Forms](#) or [DSA Publications](#) webpages.

SUPPLEMENTAL INFORMATION TO FORM DSA 1 APPLICATION

This form must be attached to form *DSA 1: Application for Approval of Plans and Specifications*. Please use form *DSA 108: Change in Delegation of Responsibility* or *DSA 109: Transfer of Responsibility – Geotechnical Engineer* for changes in delegation as indicated in those forms. Ensure all information provided is legible and business-related. Form may be completed electronically. **Submit a separate form for each individual.**

PROJECT INFORMATION				
School Name:		DSA File #: -		
School Address:		DSA Application #: -		
City:	County:	State: CA	Zip Code:	

This project involves delegation of responsibility (see Title 24, Part 1, Section 4-316[b]) for preparation of plans and specifications, and construction observation, which are not easily described on lines 24a, 24b, 24c and 24d of form DSA 1.

SCOPE OF DELEGATION <i>(Please use the space below to describe scope of delegation.)</i>

RESPONSIBILITY FOR THE ABOVE SCOPE OF WORK IS DELEGATED TO PERSON LISTED BELOW				
First Name:		Last Name:		
Work Phone #:		Work Email:		
Professional License #:				
Architect	Structural	Mechanical	Electrical	Geotechnical

APPLICANT'S STATEMENT OF RESPONSIBILITY

I understand that, as the architect or engineer delegated responsibility for the portion of the work described above, it is my responsibility to fulfill the requirements of the Code as outlined in Section 4-341(c) of Title 24, Part 1.

Signature: _____ Date: _____
(Signature of Architect or Engineer Delegated with Responsibility for a Portion of the Project)

ACKNOWLEDGEMENT OF ARCHITECT OR ENGINEER LISTED ON LINE 23 OF FORM DSA 1

I understand that, as the architect/engineer in general responsible charge of this project, it is my responsibility to oversee and coordinate the work of the person named above.

Signature: _____ Date: _____
(Signature of Architect or Engineer in General Responsible Charge)