

CHANGE IN DELEGATION OF RESPONSIBILITY

Division of the State Architect (DSA) documents referenced within this publication are available on the [DSA Forms](#) webpage. For information on filling out this form, see form DSA 108 Instructions included with this form.

NOTE: After project construction commences, an individual relieved of responsibility for observation of construction shall submit a “terminating” verified report (form *DSA 6-AE: Architect/Engineer Verified Report* or, for a geotechnical engineer, form *DSA 293: Geotechnical Verified Report*; when transferring geotechnical engineer responsibility to another geotechnical engineer, submit form *DSA 109: Transfer of Responsibility – Geotechnical Engineer* prior to DSA 293 submission) for the work completed 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.

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 plans and specifications for the subject project be revised to change responsibility for the _____ portion (Line #: ____ on application, form <i>DSA 1: Application for Approval of Plans and Specifications</i> , with Line #27, dated: _____) as follows in Sections 3 through 7 below:					
3. CHANGE DELEGATION OF RESPONSIBILITY FROM <i>(Name of individual who will no longer be responsible.)</i>					
First Name:			Last Name:		
4. CHANGE DELEGATION OF RESPONSIBILITY TO <i>(Name of individual who is accepting responsibility.)</i>					
First Name:			Last Name:		
Work Email:			Work Phone:		
5. DISCIPLINE <i>(Check more than one discipline if applicable.)</i>					
<input type="checkbox"/> Architect	<input type="checkbox"/> Structural	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Electrical	<input type="checkbox"/> Geotechnical	<input type="checkbox"/> Other
Professional License # <i>(from Section 4 of this form):</i>					
6. EMPLOYER INFORMATION <i>(Enter the information for the newly responsible individual's employer.)</i>					
Firm Name:					
Firm Address:		City:		State:	Zip:
7. RESPONSIBILITY ACCEPTED BY <i>(Signature of individual listed in Section 4 of this form.)</i>					
<i>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, preparing construction submittal documents (i.e., plans, specifications, and related documents), addenda, revisions, observing construction, preparing construction change documents, submitting verified reports, etc.</i>					
Signature:		Print Name:		Date:	
8. AUTHORIZED AGENT <i>(Signature of individual [Applicant] listed on Line 21 of form DSA 1.)</i>					
Signature:		Print Name:		Date:	
9. GENERAL RESPONSIBLE CHANGE CHANGE SIGNATURE <i>(Signature of individual on Line 23 of form DSA 1.)</i>					
<i>The change in responsibility described above is acceptable to me.</i>					
Signature:		Print Name:		Date:	

Cc: School Board

FORM DSA 108 INSTRUCTIONS

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

Form DSA 108 is used for the following:

- When a change to a design professional, even within the same company, designated on form *DSA 1: Application for Approval of Plans and Specifications*, or *DSA 1-MR: Application for New Manufactured Permanent Modular or Relocatable Buildings* becomes necessary **before or after** plans and specifications are approved by DSA.
- For reporting a change in professional responsibility for construction observation. (NOTE: If a geotechnical engineer was involved with a project design or identified on the DSA 1, but is being replaced for construction observation, then form DSA 109 shall be completed by the new geotechnical engineer.)

When an individual delegated responsibility for a portion of the project (on Lines 24a through 24c of form DSA 1 or on form *DSA 1-DEL: Delegation of Responsibility*, or *DSA 1-MR*) is replaced, or a new design professional (not previously identified on Lines 24a through 24d of form DSA 1, or on form *DSA 1-DEL* or *DSA 1-MR*) is selected by the architect or engineer in general responsible charge, the individual accepting the delegated responsibility for that portion of the project signs on form DSA 108, Line 7. The architect or engineer in general responsible charge of the entire project signs on Line 9.

After project approval, when no geotechnical engineer was previously involved with a project design or identified on form DSA 1, a design professional in general responsible charge uses form DSA 108 to delegate soils related construction observation work or geotechnical analysis of site conditions during construction to a geotechnical engineer.

The form DSA 108 may also be used to notify DSA of a change to the architect or engineer in general responsible charge of the entire project; in this case the new architect or engineer will sign on both Lines 7 and 9.

To change the scope of work delegated to an individual, an attachment may be made to form DSA 108 describing the scope of the project that is delegated. Any part of the project that is removed from the scope of responsibility of one individual **MUST** be added to the scope of responsibility of another individual.

SECTION BY SECTION INSTRUCTIONS:

1. Name of facility should be the same as Line 1 on form DSA 1. DSA file and application numbers are indicated on the DSA identification stamp on the plans and the signature sheet of the specifications.
2. A description of the portion of the project delegated (generally, “structural,” “mechanical,” “electrical,” or “geotechnical” but can be any clear description) is required. Also, indicate line number on the form DSA 1 that applies (24a, 24b, 24c, or 24d) and the signature date (27) associated with the change on the latest form DSA 1 submitted to DSA.
3. Enter the name of the individual who will no longer be responsible for the portion of the project described. This is generally a name that appears on Line 24a, 24b, or 24c of form DSA 1 but could also be the architect or engineer in general responsible charge (listed on Line 21 or 23 of form DSA 1), an individual named on form *DSA 1-DEL* or *DSA 1-MR*, or an individual named on a prior form DSA 108. (NOTE: Where a geotechnical engineer is replaced, use form DSA 109.)
4. Enter the name and contact information for the individual accepting responsibility for the portion of the project described.
5. Indicate the discipline type and California professional license number for the individual accepting responsibility.
6. Enter the name and address of the firm where the individual accepting responsibility is employed.
7. The individual accepting responsibility must sign and date.
8. The individual (often the architect or engineer in general responsible charge) identified on Line 21 of form DSA 1 as the “applicant” representing the school district must sign and date. This can be left blank if the previous design professional in general responsible charge is being replaced and was shown on Line 21 of form DSA 1.
9. The architect or engineer in general responsible charge of the project must sign and date.