

CHANGE IN DELEGATION OF RESPONSIBILITY

For information on filling out this form, see form DSA 108 Instructions included with this form. **If project construction has commenced, submit a new or amended form DSA 102-IC: Construction Start Notice/Inspection Card Request along 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: _____; or <input type="checkbox"/> on form <i>DSA 1-DEL: Delegation of Responsibility</i> ; or <input type="checkbox"/> on Line #: _____ on form <i>DSA 1-MR: Application for New Manufactured Permanent Modular or Relocatable Buildings</i> ; or <input type="checkbox"/> on form <i>DSA 108: Change in Delegation of Responsibility</i>) 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>)					
Architect <input type="checkbox"/>	Structural <input type="checkbox"/>	Mechanical <input type="checkbox"/>	Electrical <input type="checkbox"/>	Geotechnical <input type="checkbox"/>	Other <input type="checkbox"/>
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 the individual listed in Section 4 of this form.</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.					
Signature:		Print Name:		Date:	
8. GENERAL RESPONSIBLE CHARGE (<i>Signature of the current architect or engineer in general responsible charge.</i>)					
The change in responsibility described above is acceptable to me.					
Signature:		Print Name:		Date:	
Additional description (if needed to describe change in responsibility): See attached document for additional information.					
Submit this form electronically to the DSA Regional Office with construction oversight authority for this project: (Specify the Project A# and DSA 108 in the email subject line)					
<input type="checkbox"/> DSA Oakland Oakfielddocs@dgs.ca.gov	<input type="checkbox"/> DSA Sacramento Sacfielddocs@dgs.ca.gov	<input type="checkbox"/> DSA Los Angeles LAfielddocs@dgs.ca.gov	<input type="checkbox"/> DSA San Diego SDfielddocs@dgs.ca.gov		
FOR DSA USE ONLY				Cc: Design Professional Being Changed New Design Professional School District Authorized Agent Project Inspector	
<input type="checkbox"/> eTracker Update		Date Completed:			
<input type="checkbox"/> Copy Forwarded to Field Engineer		Completed By: (Initials)			

FORM DSA 108 INSTRUCTIONS

Form DSA 108 is used when:

- I. A change to the architect or engineer in general responsible charge of the entire project occurs after the project has been submitted to DSA. The new architect or engineer in general responsible charge completes lines 3-6 and signs both Lines 7 and 8.
- II. A change to an individual, even within the same company, delegated responsibility for a portion of the project (on Lines 24a through 24c of form *DSA 1: Application for Approval of Plans and Specifications*, or on form *DSA 1-DEL: Delegation of Responsibility*, or *DSA 1-MR: Application for New Manufactured Permanent Modular or Relocatable Buildings*) occurs after the project has been submitted to DSA, including during construction. The individual accepting the delegated responsibility for that portion of the project completes Lines 4-6 and signs on Line 7. The architect or engineer in general responsible charge signs Line 8.
 - a) **When there is no geotechnical engineer previously** involved in the project design or identified on the form DSA 1, but a geotechnical engineer is delegated observation work or geotechnical analysis of site conditions. The new geotechnical engineer completes Lines 4-6 and signs Line 7. They do not complete a form DSA 109. The architect or engineer in general responsible charge completes Line 3 and signs Line 8.
 - b) **When there was a geotechnical engineer previously** involved in the project design or identified on the form DSA 1, but is being replaced for construction observation, the form DSA 109 shall be completed by the new geotechnical engineer, in addition to completing Lines 4-6 and signing Line 7 in the form DSA 108. The architect or engineer in general responsible charge completes Line 3 and signs Line 8.
- III. A new design professional (excluding the geotechnical engineer [see paragraph III above]), who is 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 new design professional completes Line 4-6 and signs Line 7. The architect or engineer in general responsible charge completes Line 3 and signs Line 8.
- V. Removing a delegated design professional, who has been identified on Lines 24a through 24d of form DSA 1, where the individual does not have scope of work requiring responsibility in design and construction observation of the project. The design professional being removed completes Line 3. The architect or engineer in general responsible charge completes Line 4 and signs both Lines 7 and 8.

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 (Line 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 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:** When a geotechnical engineer is replaced, the new geotechnical engineer completes form DSA 109, in addition to completing Line 4 and signing Line 7 of this form.)
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 current architect or engineer in general responsible charge of the project must sign and date. If the current architect or engineer in general responsible charge differs from the individual listed on Line 23 of form DSA 1, DSA 108 must be submitted to update such change (see instruction I at the left column), if that has not already occurred.