



INSTRUCTIONS: FORM 108

CHANGE IN DELEGATION OF RESPONSIBILITY

Use form [DSA 108](#) for reporting a change in professional responsibility for construction observation.

Form DSA 108 is used when a change to a professional architect or engineer designated on form [DSA 1](#) becomes necessary **after** plans and specifications are approved by DSA. (Prior to plan approval a change may be made by submitting a revised form DSA 1).

When an individual delegated responsibility for a portion of the project (on lines 24a through 24d of form DSA 1 or on form [DSA 1-DEL](#)) is replaced, 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.

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.

Line by Line 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," or "electrical" but can be any clear description) is required. Also, indicate line number on the form DSA 1 that applies (24a, 24b, 24c, or 24d).
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, 24c, or 24d of form DSA 1 but could also be the architect or engineer in general responsible charge (listed on line 21 of form DSA 1), an individual named on form DSA 1-DEL, or an individual named on a prior form DSA 108.
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.
9. The architect or engineer in general responsible charge of the project must sign and date.