



PERSON IN RESPONSIBLE CHARGE

Date: _____

Project Name: _____

Project Address: _____

This letter is to assist design professionals, contractors and others in documenting the person in responsible charge of a project. At the time of permit application and at various intervals during a project, the code requires detailed technical information to be submitted to the building official. This will vary depending on the complexity of the project, but typically includes the construction documents with supporting information (see construction document table below), submitting phased permit documents, reviewed and approved shop drawings, and reports from engineers, inspectors and testing agencies. Since these documents and reports are prepared by numerous individuals, firms and agencies, it is necessary to have a single person charged with the responsibility for coordinating their submittal to the building official. The person in responsible charge of a project may be required to be a registered design professional. The person in responsible charge of a project may be changed at any time during the course of the review process or work, provided the building official is so notified in writing. See International Building Code Section 107 for the requirement.

	In scope of work:
Phased Construction Letter	
Civil / Survey	
Structural	
Mechanical	
Electrical	
Plumbing	
Fuel Gas	
Special Inspection(s)	
Shop Drawings	
Professional Observation Reports	
Other; use back if needed:	

PERSON IN RESPONSIBLE CHARGE:

Signature: _____

Print Name: _____

Phone #: _____ Fax #: _____ Email Address: _____

All provisions of laws and ordinances governing shall be compiled with whether specified herein or not. This letter does not give authority to violate or cancel any provisions of any state or local law regulating construction or the performance of construction.

For Building Department Use Only:		
Reviewed by:	Approved by:	Date:
Notes:		