



DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE

The OWNER of the submitted project must complete the following information to designate the Architect or Engineer engaged as Design Professional in Responsible Charge for the project in accordance with the 2018 International Building Code Section 107.3.4

The Design Professional in Responsible Charge shall be an Idaho licensed professional responsible for reviewing and coordinating all submittal documents prepared by others for the compatibility with the design of the building. The purpose is to coordinate the diverse submitted documents prepared by various consultants which may include deferred submittals, special inspections, and structural observations.

As the OWNER of RECORD, I designate the following person as Design Professional in Responsible Charge for the project noted. I understand that the architect/ engineer designated shall be responsible for reviewing and coordinating all submittal documents prepared by others for the duration of the project. I also understand that I must provide written notification to the City of Middleton Building Department if the Design Professional in Responsible Charge has changed.

Please complete the form and upload into the Citizenserve Applicant Portal.

Project Address: _____ City/State/Zip: _____

Project Name: _____

Tenant Name: _____

Architect/ Engineering Firm Name: _____

Architectural/ Engineer's Contact Name: _____ Phone: _____

Owner's Name: _____ Phone: _____

Owner's Signature: _____ Date: _____