



CITY OF MIDDLETON

1103 W. Main Street, Middleton, ID 83644
208-585-3133
www.middleton.id.gov

DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE

The OWNER or owner's authorized agent of the submitted project must provide the following information to designate the Architect and/or Engineer of record engaged as the Design Professional in Responsible Charge in accordance with the 2018 International Building Code, Section 107.3.4.

The Design Professional in Responsible Charge shall be an Idaho licensed design professional responsible for reviewing and coordinating all prepared construction documents for compatibility with the design of the building. The purpose is to coordinate completed plans sets, design specifications and other documentation prepared by various consultants. Additional documentation may include deferred submittals, Statements of Special Inspection, Accessible Design, listed Fire and Smoke protection features, fire rated assemblies and other structural reports and 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 prepared submittal documents for the duration of the project. I also understand that I must provide written notification to the City of Middleton, Department of Building Safety 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: _____

Architect/ Engineer Contact Name: _____ Phone: _____

Owner/Agent Name: _____ Phone: _____

Owner/Agent Signature: _____ Date: _____