



HOW TO APPLY FOR
Change of Record
 City of San Diego
 Development Services Department

INFORMATION
 BULLETIN
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The purpose of this information bulletin is to outline the procedures to be followed when there is a change of the property owner, contractor, permit holder, or the licensed design professional (architect/engineer) of record for a Building, Combination, Electrical, Mechanical, Plumbing, Fire Sprinkler, or Fire Alarm Permit.

Documents referenced in this Information Bulletin

- [Information Bulletin 118, "How to Process Construction Changes to Approved Plans"](#)
- **Change of Building Permit Record, [DS-342](#)**

A change of record may occur prior to or after issuance of a permit and shall be documented in order to assure continuity of responsibility for the construction project.

The declaration should have the name of the new California design professional, license/registration number, signature and date.

I. CHANGE OF RECORD PRIOR TO ISSUANCE OF A PERMIT

- A.** The information for the project's property owner, contractor and permit holder is collected at the time of permit issuance; therefore, there is no need to submit a change of record form for this information prior to permit issuance.
- B.** When a change of licensed design professional (architect or engineer) of record is desired prior to issuance of a permit, the new architect or engineer of record shall submit one of the following:

1. Submit alternate plans, calculations, geotechnical reports and other documents replacing the existing design documents, or
2. Add a note on the cover sheet of plans stating the following declaration:

Change of Design Professional Declaration: I have reviewed all construction plans, calculations, reports, and other work performed by the previous architect or engineer and concur with the statements, conclusions and recommendations specified therein. In addition, I will perform structural observations as defined in Chapter 17 of the California Building Code if specified in the plans.

II. CHANGE OF RECORD AFTER ISSUANCE OF A PERMIT

- A.** Complete and submit a Change of Building Permit Record form (DS-342).
- B.** If project includes a construction change, in addition to a Change of Building Permit Record form (DS-342), refer to and follow the procedure in Information Bulletin 118 "How to Process Construction Changes to Approved Plans."

III. FEES

The following fees are required to be paid for processing a Change of Building Permit Record:

Record Fee.....	\$21.71
Change of Record Fee.....	\$102.60

IV. SUBMITTAL INSTRUCTIONS

All forms, documents and applications are now submitted electronically. Visit the Development Services Department website at sandiego.gov/DSD to create an account and begin the submittal process. A detailed [User Guide](#) is also available.