

How to Apply for a Change of Record

City of San Diego Development Services Department

INFORMATION BULLETIN

250

May 2025

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This information bulletin outlines the procedures for changing the property owner, contractor, permit holder, or licensed design professional (architect/engineer) of record for a Building, Combination, Electrical, Mechanical, Plumbing, Fire Sprinkler, or Fire Alarm Permit. A change of record may occur before or after the permit issuance and shall be documented to ensure continuity of responsibility for the construction project.

Change of Record *Prior* to Issuance of a Permit

- 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 before permit issuance.
- When a change of licensed design professional (architect or engineer) of record is desired prior to the issuance of a permit, the new architect or engineer of record shall submit one of the following:
 - Submit alternate plans, calculations, geotechnical reports and other documents replacing the existing design documents, or
 - 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."

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

Change of Record *After* Issuance of a Permit

- Complete and submit a [Change of Building Permit Record form \(DS-342\)](#).
- If the 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."](#) [PDF](#)

Fees

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

Change of Record Fee..... \$164.63

Submittal Requirements

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. [Learn more.](#)

Previous Versions of this Information Bulletin

This section contains previous versions of this Information Bulletin by the last day they were effective.

- [2025-05-02 | IB-250 PDF](#)
- [2024-12-31 | IB-250 PDF](#)
- [2024-06-30 | IB-250 PDF](#)



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