



County of Santa Cruz Planning Department

701 Ocean Street 4th Floor, Santa Cruz, CA 95060 | (831) 454-2260 | www.sccoplanning.com

Form
PLG-250

Transfer of Responsibility Form

The preparer is legally responsible for signatures whether wet signed, typewritten, digital, or otherwise.

Project Information	Permit #: _____
APN: _____	Date: _____
Project Address: _____	
Property Owner: _____	Email: _____
Owner Address: _____	Phone: _____

Description of Work

Transfer of Responsibility to Architect or Engineer of Record

Lic #: _____

Name: _____

Email: _____

Address: _____

Phone: _____

- | | | |
|--|--|--|
| <input type="checkbox"/> Architect | <input type="checkbox"/> Geotechnical Engineer | <input type="checkbox"/> Civil Engineer |
| <input type="checkbox"/> Structural Engineer | <input type="checkbox"/> Geological Engineer | <input type="checkbox"/> Other (type): _____ |

Our firm is taking over the above referenced project as the architect or engineer of record as indicated above.

We have reviewed the original work for this project related to our transfer of responsibility. Completed work reviewed to date is as follows (detail all plans and reports including author, title, date, and project number):

Based upon our review, we offer our professional opinions as follows (check where applicable):

- I concur with all of the conclusions and recommendations.
- I do not agree with or support the conclusions or recommendations as detailed on the attached plan(s), calculations, or reports (attach all new calculations, recommendations, supporting data, and reasoning as applicable).

By signing below, we agree to accept responsibility within our area of technical competence for approval of this project upon completion of the work.

Apply California State registered architect or engineer (signature and stamp below)

Signature: _____

Date: _____