

# How to Apply for a Change of Record

City of San Diego Development Services Department

INFORMATION BULLETIN

# 250

July 2024

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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.

## 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 before 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.”*

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

## II. CHANGE OF RECORD AFTER ISSUANCE OF A PERMIT

- A. Complete and submit a [Change of Building Permit Record form \(DS-342\)](#).
- B. 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](#)

## III. FEES

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

**Change of Record Fee..... \$145.00**

## IV. SUBMITTAL INSTRUCTIONS

All forms, documents and applications are now submitted electronically. Visit the Development Services Department website at [sandiego.gov/DSD](http://sandiego.gov/DSD) to create an account and begin the submittal process. [Learn more.](#)

## V. Previous Versions of this Information Bulletin

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

- [2024-06-30 | IB-250 PDF](#)



San Diego Mayor  
**TODD GLORIA**



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