



Registered Design Professional Permission to Process
via Citizen Self Service Portal (CSS)

Instructions for Owner

The OWNER of the submitted project must complete the following information to designate the licensed architect or engineer who is the "Registered Design Professional in Responsible Charge" for the project in accordance with the 2019 California Building Code.

The registered design professional in responsible charge shall be responsible for reviewing and coordinating submittal documents prepared by others, including phased and deferred submittal items, for compatibility with the design of the building. CBC 107.3.4

The DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE of the submitted project must complete the following information to designate and allow the owner and agent to have access, use the plans and supporting documents for electronic plan permit processing and printing via Citizen Self Service Portal.

The purpose form is to grant access to the submitted copyright protected documents prepared by various design professionals to the contacts contained in the permit.

As the OWNER OF RECORD, I designate the following person as my registered design professional (RDP) for the project noted. I understand that the architect/engineer designated shall be responsible for reviewing and coordinating all submittal documents prepared by others for the duration of the project. I also authorize the agent listed below to duplicate and use any stamped plans during the execution of this permit. I also understand that I must provide written notification to the County of San Luis Obispo Building Division if my designee is changed.

Please Print PMT 202 - 0

Project Address:

Project/Tenant Name:

Registered Design Professional Name:

Architectural/Engineering Firm Name:

Telephone Number:

E-mail Address:

Architect/Engineer's Signature Date

Owner's Name:

Telephone Number:

E-mail Address:

Owner's Signature: Date

## Information Disclosure

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As the **DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE**, I give permission to the following person, as **the AGENT** for the permit noted above, to reproduce and use any plans I have stamped as approved during the execution of the permit. I also understand that I must provide written notification to the County of San Luis Obispo Building Division if my designee is changed.

**Agent's Name:** \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Agent's Signature:** \_\_\_\_\_ Date \_\_\_\_\_

**Registered Design Professional Name:** \_\_\_\_\_

Architectural/Engineering Firm Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Architect/Engineer's Signature \_\_\_\_\_ Date \_\_\_\_\_