



## CENTRE REGION CODE ADMINISTRATION

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### Designation of Design Professional in Responsible Charge

It is the intent of the Centre Region Code Administration (CRCA) to provide the building permit applicant with a comprehensive and timely review of the submitted construction documents. To better accomplish this goal, permit applicants need to designate a design professional in responsible charge. The duties of the design professional in responsible charge are outlined in the building code and include but are not limited to:

- Reviewing and coordinating submittal documents prepared by others, including phased and deferred submittal items, for compatibility with the design of the building.
- Listing of the deferred submittals on the construction documents for review by the building official at a later time.
- Reviewing documents for deferred submittal items and forwarding them to the building official with a notation indicating that the deferred submittal has been reviewed and are in general conformance to the design of the building.

It is the intent of this designation form to clearly identify the Pennsylvania licensed architect or engineer in charge of the project in accordance with subsection (j) in Section 403.42a of the Uniform Construction Code of Pennsylvania (UCC), and to identify the duties of the design professional in responsible charge and outline some key issues and steps as it regards plan submissions. If the design professional in responsible charge is changed then the applicant shall notify the CRCA in writing.

For the following project:

Municipality: \_\_\_\_\_

Tax Parcel No.: \_\_\_\_\_

Address: \_\_\_\_\_

The design professional in responsible charge is:

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone: \_\_\_\_\_

Pennsylvania Registration Number (RA/PE): \_\_\_\_\_

All CRCA correspondence will be directed to the design professional in responsible charge and that all submissions shall be made by the design professional in responsible charge. It is also understood that the Design Professional in responsible charge is responsible for ensuring that all submissions are complete and accurate in accordance with the provisions of the UCC prior to submission to the CRCA and that the CRCA will only consider one submission at a time as it relates to a single permit application.

Permit review times mandated in the UCC are based on complete permit submittals as defined as having all applicable items listed on the CRCA submission coversheet being present and in the required quantities. If these are not present then the mandatory review times are not applicable until all items have been submitted in a complete permit package. Please be advised, those projects where complete submission is made may take precedence for review time over those that are incomplete.

A CRCA submission coversheet must be included with every project submission.

A CRCA permit is valid for one year from the date of application. If the applicant cannot convert the permit application into a building permit within one year of the application date then the permit application is null and void and the applicant must initiate the process again including payment of fees.

I have read the information presented and acknowledge and understanding the submission process.

\_\_\_\_\_  
Design Professional in Responsible Charge

\_\_\_\_\_  
Date

\_\_\_\_\_  
Project Owner

\_\_\_\_\_  
Date