

	CITY OF DANA POINT COMMUNITY DEVELOPMENT BUILDING AND SAFETY 33282 Golden Lantern, Suite 209 Dana Point, CA 92629 949 248-3594 www.danapoint.org	A017 - CHANGE DP
		2025 CALIFORNIA CODES CODE CYCLE
		01/01/2026 EFFECTIVE DATE
APPLICATION FOR CHANGE OF DESIGN PROFESSIONAL		

Job Address: _____ Parent No. _____

Project Type: _____ Permit No. _____

Owner/Agent's Name: _____ Phone No. _____

Existing Registered Design Professional _____

New Registered Design Professional _____

The following information outlines the processes and requirements for the City of Dana Point, for change of Registered Design Professional. This includes, but is not limited to, Architect-of-Record, Engineer-of-Record, Soils, Civil, or Structural Engineer, Contractor, or Change of Ownership.

CHANGE OF REGISTERED DESIGN PROFESSIONAL

This form is completed by the new Registered Design Professional (R.D.P.) and shall include their wet stamp and signature. The property owner must also wet sign this document.

Required supporting documentation includes:

- All Existing, current and future construction documents must be wet signed by the new R.D.P.
- Any design parameters not meeting the new R.D.P.'s standards of design shall be incorporated into a Structural Revision and submitted for review and approvals by the City.
- Any design revision shall be reviewed and signed by the Soils Engineer.
- All outstanding Special Inspections and/or Structural Observations must be performed to date and be current.
- All outstanding fees are due and payable prior to execution of this change. A fee is also due with this form.

CHANGE OF CONTRACTOR

This form shall be completed by the new Contractor-of-Record (C.O.R.) and shall include their wet signature. The property owner must also wet sign this document.

Required supporting documentation includes:

- A letter of release from the original C.O.R.
- A letter of acceptance of all construction performed prior to this change.
- All inspections on the related project must be current and all corrections shall be completed.
- All outstanding fees are due and payable prior to execution of this change.

Existing Design Professional _____ Date _____

New Design Professional _____ Date _____

Owner Signature _____ Date _____

New Design Professional Wet Stamp