



HOW TO APPLY FOR  
**Change of Record**  
City of San Diego  
Development Services Department

INFORMATION  
BULLETIN  
**250**  
JANUARY 2022

The purpose of this information bulletin is to outline the procedures to be followed when there is a change of the property owner, contractor, permit holder, or the 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 prior to or after issuance of a permit and shall be documented in order to assure continuity of responsibility for the construction project.

**Documents referenced in this  
Information Bulletin**

- [Information Bulletin 118, "How to Process Construction Changes to Approved Plans"](#)
- **Change of Building Permit Record, [DS-342](#)**

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

**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 prior to 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.*

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

- A.** Complete and submit a Change of Building Permit Record form (DS-342).
- B.** If 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."

**III. FEES**

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

Record Fee.....\$21.71  
Change of Record Fee.....\$102.60

**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. A detailed [User Guide](#) is also available.