



The preparer is legally responsible for signatures whether a graphic, typewritten, or handwritten. Documents may not be restricted by digital signatures or otherwise.

**Project Information** Permit No. \_\_\_\_\_

APN: \_\_\_\_\_ Date: \_\_\_\_\_  
 Project Address: \_\_\_\_\_  
 Legal Owner: \_\_\_\_\_ Email: \_\_\_\_\_  
 Owner Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Description of Work**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Transfer of Responsibility to Architect or Engineer of Record**

Firm Name: \_\_\_\_\_ License No. \_\_\_\_\_  
 Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_

- Geotechnical Engineer       Architect       Civil Engineer  
 Certified Engineering Geologist       Structural Engineer       Other (type): \_\_\_\_\_

Our firm is taking over the above referenced project as the architect or engineer of record as indicated above.

We have reviewed the original work for this project related to our transfer of responsibility. Completed work reviewed to date is as follows: *(detail all plans and reports including author, title, date, and project number)*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Based upon our review, we offer our professional opinions as follows: (check where applicable)**

- I concur with all conclusions and recommendations.  
 I do not agree with or support the conclusions or recommendations as detailed on the attached plan(s), calculations, or reports. *(attach all new calculations, recommendations, supporting data, and reasoning as applicable)*

By signing below, we agree to accept responsibility within our area of technical competence for approval of this project upon completion of the work.

**Apply California State registered architect or engineer** *(signature and stamp below, if applicable)*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_