



Transfer of Responsibility Letter

Listing a Design Engineer of Record on the Third-Party Inspection Program (TPIP) Attachment #1 form that does not have their signature and seal on the approved discipline drawings.

REQUIREMENTS

- Transfer of Responsibility Letter listing the new Design Engineer of Record must be on letterhead.
- It must list the application/permit number.
- The applicant must read the Transfer Types below the “REQUIREMENTS” for guidance on which statements to use.
 - Reason for the transfer — current architect or engineer or company representative statement.
 - Acceptance of the transfer — new architect or engineer statement.
- Need to identify that there is no change to the scope of work or construction cost.
- Must identify who retains ownership of the documents in question — the project owner, the design company, or the architect/engineer.
- Must include the below Attestation Statement:

DISCLAIMER AND ATTESTATION

By submitting this application, I certify and attest that I am authorized to make this application. I certify that all statements on this application are true and complete to the best of my knowledge and belief and are made under the penalties of perjury. I agree to comply with all applicable Maryland and Prince George's County laws and regulations. The work described herein is true and accurate and will be performed in compliance with applicable codes and standards of Prince George's County and the State of Maryland. I hereby declare and affirm under penalty of perjury that I understand Section 4-117 and that penalties of \$1,000 per day can be assessed for working without or outside the scope of this permit. The making of false statements on this application is punishable by civil or criminal penalties.

- Both architects or engineers must sign and stamp.
 - Unless option 2 or 3 is utilized, then the authorized representative must sign with the new architect or engineer.

If the project is permitted and under construction, per the *TPIP Manual*, the owner/applicant must advise their assigned DPIE Inspector due to CHANGES IN CRITICAL SERVICE, before they can submit this letter to change the architect or a design engineer of record. The letter must state, “All required documentation/notifications have been submitted and accepted by the DPIE Assigned Inspector.”

Include this letter with the Attachment #1 form submitted for review and approval.

TRANSFER TYPES

1. The current architect or engineer's signature/seal granting permission to transfer responsibility and the new architect or engineer's signature/seal accepting responsibility.

- a. Current architect or engineer statement:

I, [ARCHITECT or ENGINEER], hereby certify that I am a duly licensed engineer under the laws of the State of Maryland. I authorize the transfer of all duties and responsibilities regarding the [DISCIPLINE] documents for the above-referenced project due to [REASON: retirement, leave of absence, etc.]

- b. New architect or engineer statement:

I, [ARCHITECT or ENGINEER], hereby certify that I am a duly licensed design professional authorized to practice in the State of Maryland, and I accept all duties and responsibilities regarding the [DISCIPLINE] documents for the above-referenced project.

2. If both individuals work for the same company and the current architect or engineer is unable to sign, then the company owner or authorized representative must sign. The new architect or engineer must sign and seal accepting responsibility using statement **1b**.

- a. Company owner/authorized representative statement:

Responsibility for the documentation of the project is carried by this firm as the professional corporation acting as the [architect or engineer]. [Current ARCHITECT or ENGINEER], acted as an officer of the firm in stamping and signing the documentation. However, due to [REASON: retired, deceased, extended leave, no longer employed, etc.], the company transfers all duties and responsibilities regarding the [DISCIPLINE] documents for the above-referenced project.

3. If both individuals do not work for the same company but the current architect or engineer is deceased/unable to sign and said architect or engineer's company or the project owner retains ownership of the drawings, then an authorized representative must sign granting permission to transfer the responsibility to the new company/individual. The new architect or engineer must sign and seal accepting responsibility using statement **1b**.

- a. If company owner/authorized representative signs, use statement **2a**.

If the property owner signs, use the below statement:

Responsibility for the documentation of the project is carried by [Owner Name] the [property owner or tenant]. We retained the services of [Firm Name] to perform project design and [Current ARCHITECT or ENGINEER], acted as the officer of said firm in stamping and signing the documentation. However, due to [REASON: retired, deceased, extended leave, no longer employed, etc.], I transfer all duties and responsibilities regarding the [DISCIPLINE] documents for the above-referenced project.

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4. If the architect/engineer retains ownership of the drawings and is unable to transfer responsibility, then option 5 must be used.
 5. If unable to use options 1 through 3, then the Momentum applicant must submit a revision requesting access to upload revised documents reflecting the new architect or engineer's signature, seal, and professional certification statement, which will need to be reviewed by our Building Plan Review Division or the assigned Third-Party or Peer reviewer(s). The ePlan applicant may upload the revised plans after receiving the invite notification.

Any questions or concerns, please contact the DPIE Permitting and Licensing Division at 301-636-2050.