



Responsible Party Form

Sec. 101-251. - Designation of responsible person for compliance.

(a) When an applicant for a building permit is a corporation, partnership, limited liability company, or other entity, the applicant shall include in its application for a building permit a written designation of the responsible person for overseeing compliance with applicable regulations and terms and conditions of the building permit throughout the construction of the improvements authorized by the building permit. Such designation shall be signed by the designated responsible person (which person may be an agent of the applicant's contractor, architect or other person overseeing the construction work). The designated responsible person shall be responsible to ensure compliance with applicable regulations in connection with the improvement of the property pursuant to the building permit.

(b) A holder of a building permit may, subject to approval by the building official, substitute another person for the designated responsible person. In reviewing a proposed substitution, the building official shall consider whether the proposed substituted person is an owner of the affected property or a person directly and materially involved in overseeing the completion of the improvements pursuant to the building permit. A designation of a substituted responsible person shall be signed by the substituted responsible person and by an authorized agent of the permit holder.

(c) A designated responsible person commits an offense if, in connection with the construction of improvements pursuant to the building permit, a violation of a regulation provided in chapters 101 and 107. Such offense shall be punishable by fine as provided in this Code for the applicable violation. Each day that such a violation continues shall constitute a separate offense. Nothing in this subsection (c) of this section shall be construed to relieve any other person, including a building permit holder, of responsibility or culpability for an offense occurring in connection with the construction of improvements pursuant to a building permit.

(Ord. No. [2018-08-15](#), § 1, 8-15-2018; Ord. No. [2018-09-19\(B\)](#), § 1, 9-19-2018)

PROJECT ADDRESS: _____

TYPE OF PERMIT: _____

Designation of Responsible Person for Compliance

I _____ hereby agree to comply with and accept responsibility for complying with all City or Rollingwood rules and regulations throughout the building process.

Signature of onsite builder / contractor

Date

Phone Number

Email Address