



Construction Services & Inspections Division

Planning & Economic Development Department

218-730-5240 | permittingservices@duluthmn.gov

Room 100 | 411 West First Street | Duluth, Minnesota 55802

www.duluthmn.gov

Commercial Plan Review – Designation of Design Professional

Submittal and Contact Information

For commercial and 3+ multi-family residential projects with a valuation over \$250,000, a licensed design professional in responsible charge (DPRC) must be designated. The DPRC will be responsible for reviewing and coordinating all submittal documents, including those prepared by others, and including phased and deferred submittal items, for compatibility with the design of the building, the code, and any plans previously or concurrently submitted to Construction Services for approval.

The DPRC will act as the single point of contact for plan review and coordination of submittal items. The DPRC will be responsible for submittal of revisions to approved plans after issuance of permits. In addition to designating the DPRC, information is to be provided on this form for the designer of site work, utilities, plumbing and mechanical systems, and the structural engineer. For design-build projects, the DPRC will be required to review contractor/builder designed work for compatibility with the design of the building and approved plans prior to submittal to Construction Services for code review. For all projects, coordination of design across disciplines prior to submittal for code review will be the responsibility of the DPRC.

Project Address:

Project Name:

Design Professional in Responsible Charge

Name:

Email:

Firm:

Phone:

Architect

Name:

Email:

Firm:

Phone:

Civil Engineer

Name:

Email:

Firm:

Phone:

Structural Engineer

Name:

Email:

Firm:

Phone:

Mechanical/Plumbing Engineer

Name:

Email:

Firm:

Phone: