The information in this handout provides guidelines under which licensed design professionals (as defined below) may voluntarily **Self-Certify** building plans to expedite the issuance of building permits.

- **Definitions:** Where used herein:
  1. **“Self-Certification,” “Self-Certify”, or “Self-Certified”** means the submission to the Building Official (i) is made by a licensed design professional, identified in the building permit application, (ii) accompanies plans filed with the Building Division by that licensed design professional, and (iii) that design professional attests such plans (1) do not contain any false information, (2) are in compliance with requirements of the applicable state and City of Bellflower laws, codes, rules and regulations, and (3) were prepared by or under the direct supervision of, and signed and stamped by, that licensed design professional.
  2. **“Licensed Design Professional”** means the California licensed architect or engineer, as applicable, identified as such on the building permit application and accompanying plans.
  3. **“Building Official”** means the Building Official of the City of Bellflower or his/her designee.

- **Eligible Participants:** In order to participate in the Program, applicants must be registered and be in good standing as a licensed design professional with the State of California.

- **Insurance Requirements:** For a project to be accepted for Self-Certification, the licensed design professional is required to furnish the Building Official a Certificate of Professional Liability Insurance, issued by an insurer authorized to insure in the State of California. The amount of required coverage will be reasonably determined by the City Manager or his designee; typically, a minimum of $1,000,000, but not less than the valuation of the permitted project.

- **Optional Prescreening Process:** The licensed design professional, who intends on filing an application with a Self-Certification, may meet with appropriate City staff for a courtesy prescreening of the proposed project to ensure the submittal is complete.

- **Submittal Requirements:** The licensed design professional, who intends on filing an application with a Self-Certification, shall submit that application to participate in the program to the Building Official. Self-Certified plans shall contain all the information listed in the corresponding City of Bellflower handout regarding building design criteria. A Self-Certification form and a “hold harmless” letter must be completed in its entirety and submitted for each project by the design team and the property owner. The Self-Certification program will be all inclusive; all construction trade work that requires permits for the project shall be Self-Certified. Each page of the plans submitted, must be wet-stamped and signed by a licensed design professional for each applicable trade.

- **Non-Building Division Approvals:** The licensed design professional, who intends on filing an application with a Self-Certification, shall provide documentation to the Building Official demonstrating final approvals of any applicable City Divisions/Departments, such as Planning, Public Works, and Engineering, prior to issuance of permit. That licensed design professional shall also provide documentation to the Building Official appropriate approvals of any applicable “outside” agency. Those outside agencies include, but are not limited to, the following: Los Angeles County Fire Department, Los Angeles County Health Department, school districts, Air Quality Management District, and Los Angeles County Sanitation District.
- **Fees:** All fees set forth in the City’s **Comprehensive Fee Schedule (Resolution No. 12-61, and its successors)** will apply.

- **Permit Issuance:** Applications that have met all the criteria of this voluntary Self-Certification program will be issued a building permit the same day of completed and approved application submittal. If a contractor is obtaining the permit, the contractor must be in good standing with the State of California. A valid City of Bellflower business license is required for any contractor or sub-contractor associated with the permit.

- **Inspection Protocol:** All code-required State of California or City of Bellflower inspections are required.

- **Audits:** All Self-Certified plans are subject to auditing by the Building Official to determine whether plans are in compliance with the applicable state and City of Bellflower laws, codes, rules, and regulations. If plans are found to be in non-compliance, then the licensed design professional who intends on filing an application with a Self-Certification will ensure compliance. If compliance is not obtained within a reasonable amount of time, then the Building Official may report the non-compliance items to the appropriate licensing board with the State of California. The Building Official may also require inspection of the construction by the design professionals or others at any phase, for any duration. This is in order to ensure code compliance and verification actual work is in compliance with permitted construction drawings.
SELF-CERTIFICATION PROGRAM
DISCLOSURE & ACCEPTANCE FORM

Professional of Record: ____________________________________________
Project Address: __________________________________________________
Project Description: ________________________________________________

I certify the information contained below is true and correct:

• The assertions made on the Permit Application are true and correct.

• I have obtained approval from all impacted agencies (☐ Fire, ☐ AQMD, ☐ Health, ☐ Sanitation District)

• I have obtained approval from the City of Bellflower’s Public Works Department. ☐ Yes ☐ No

• I have obtained approval from the City of Bellflower’s Planning Department. ☐ Yes ☐ No

• The attached application and each page of the plans that I have stamped was personally prepared or reviewed by myself and submitted herewith and is complete and in accordance with all applicable provisions of the most recent version of the California Building Codes and any applicable City of Bellflower, State of California, or Federal laws, as of this date.

• I have exercised a professional standard of care in the preparation, completion and submission of these documents and am aware that the Building Official of the City of Bellflower will rely upon the truth and accuracy of this statement as the basis for issuance of a building permit. If it is determined by the Building Official that the submitted plans do not conform to all such laws, I agree to immediately take all remedial measures within my control, to meet the minimum standards required by the City of Bellflower and the State of California as directed by the City of Bellflower’s Building Official.

• If I become aware of any false or inaccurate statements or design made in any document provided to City of Bellflower, whether such misrepresentations are made by agents, employees, others, or by myself, I will immediately take all necessary measures to correct such statements. I realize that failure to take any such corrective action will result in a notification to the appropriate State of California Licensing Boards.

• I, as the Licensed Design Professional, am required to furnish the Building Official a Certificate of Professional Liability Insurance, issued by an insurer authorized to insure in the State of California. The amount of required coverage will be reasonably determined by the City Manager or his designee; typically, a minimum of $1,000,000, but not less than the valuation of the permitted project.

• I fully understand the responsibility of applying for this Self-Certification option when applying for a required Building Permit and further agree I was given the option of submitting this application for a typical plan check review process by City Officials.

Signature: __________________________________________________________
Printed Name: _______________________________________________________
Address: ____________________________________________________________
Date Signed: _________________________________________________________

Affix Seal Here
HOLD HARMLESS LETTER SAMPLE

This letter must be printed on property owner’s letterhead.

DATE: _____________________

City of Bellflower
Building & Safety Division
16600 Civic Center Drive
Bellflower, CA  90706
Attention:  Stephen L. Patterson, Building Official

Subject:  Project Name & Address Self-Certification

Dear Mr. Patterson:

In consideration of the issuance of a construction permit under the Self-Certification Program for the project address identified above, I, _______________________________(insert owner’s name), hereby agree to protect, defend, indemnify, and hold the City of Bellflower, Planning Department, and their officers, representatives, managers and employees harmless against any and all claims, demands, awards, suits, judgment, liabilities, losses or damages arising out of, or being in any way connected with the design, construction and/or code compliance review for the above referenced project.

The obligation should not be construed to negate, waive or otherwise reduce any other right or obligation of indemnity that may exist in the favor of the City of Bellflower.

It is further understood and agreed that if the construction of the project is contrary to, or does not meet the standard of the State of California and the City of Bellflower Building Codes, or the permit to be issued pursuant to this Letter, I, as the owner shall, at my own expense, remove or modify any and all components that do not conform.

Sincerely,

Building Owner’s Signature