

CERTIFICATION STATEMENTS

The following Certification Statements are required to ensure that each submittal is complete, accurate, and consistent with applicable regulations and procedures. They serve to confirm that the owner and preparer have exercised due diligence in understanding and meeting all submittal and project requirements, thereby facilitating an efficient and timely review process.

These Certification Statements must be included on your plans, thereby serving as your acknowledgement of them.

- I am accountable to know and comply with all governing policies, regulations, ordinances, manuals, standards, and submittal requirements applicable to the project.
- I have performed reasonable research to determine and understand the proposed project's required approvals and decision process.
- I have reviewed the requirements for plan submittal and certify that this submittal package meets all the minimum submittal requirements for the type of project.
- The plan submittal includes all plans and documents as pertaining to the scope of work.
- The project description in the plan set is consistent, complete, and includes all proposed work related to the project.
- I understand that if it is found that the submittal is incomplete, the review may be rejected or disapproved, and the project will not receive a guaranteed review time.
- For Digital Plan Submissions, I have submitted all plan sheets on one PDF file which includes all the necessary and required information.