

THE COUNTY OF SAN DIEGO'S' SELF-CERTIFICATION PROGRAM

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A. Program Overview

The Self-Certification Program eliminates building plan reviews by allowing a registered architect or engineer to take responsibility for code compliance and certify that the project complies with the County of San Diego Amended Building Code, Zoning Ordinance, Grading Ordinance, or other governing Codes (The Code). Depending on the scope of the project, permits can be issued within one to five business days.

To participate in the Self-Certification Program, the Professional must meet all the requirements detailed in Section E below. All Projects submitted for the Self-Certification Program must meet the eligibility requirements detailed in Section C below. Project submission requirements and procedures are detailed in Section F. All Self-Certified Projects are subject to audit as described in Section G.

PDS will advertise the Self-Certification Program and post on the County of San Diego website the names of all Self-Certified Professionals who are eligible to participate in the Self-Certification Program. The website will also contain all documents related to the Self-Certification Program to assist the Self-Certified Professional with project submission.

PDS reserves the right to suspend operation of the Self-Certification Program as the Building Chief deems necessary or appropriate. Nothing in these rules shall be construed to prevent a Self-Certified Professional from submitting a project through PDS's standard plan review process.

B. Definitions

As used in these rules, unless the context clearly indicates otherwise:

"Auditor" means any person designated by the Building Chief to grade an audit.

"Building Chief" means the designated official for the Planning & Development Department or its designee for civil, site and landscape.

"Department" means the County of San Diego Planning & Development Services, also referred to as PDS.

"Owner/Tenant" for the purposes of Owner/Tenant Certification, means either the actual owner of the building or property, or the tenant who is "acting as an agent of" the owner.

"Prepared" or *"prepared by or under the direct supervision of"* means: (a) personally prepared by the Self-Certified Professional submitting the project, or (b) if such Self-Certified Professional is a civil engineer, prepared under the personal supervision and control of such civil engineer, or (c) if such Self-Certified Professional is an architect, prepared under the personal supervision and control of such architect.

"Project" means the work identified in a building permit application and accompanying plans.

"Project Issue Resolution" means a hearing or meeting coordinated through PDS with staff representation across various specialties necessary to identify and help resolve any

potential project issue or project concern, also referred to as PIR.

“Registrant” means the architect, engineer, or Contractor registered in the State of California with good standings.

“Registration number” or *“self-certification registration number”* means the registration number issued by PDS upon successful completion of the self-certification training class. Such registration number is separate and distinct from the professional registration issued by the State of California.

“Reviewed by” or *“Reviewed and sealed by”* means: (a) the sealed plans were reviewed by the Self-Certified Professional for code compliance, or (b) the plans were drawn by others and were reviewed for code compliance and sealed by the Self-Certified Professional.

“Self-certification” or *“Self-certified”* means the submission to PDS of a signed, personal verification that: (a) is made by the Self-Certified Professional identified in a building permit application; and (b) accompanies plans filed with PDS by such Self-Certified Professional; and (c) attests that such plans do not contain any false information; and (d) attests that such plans are in compliance with the requirements of the County of San Diego Amended Building Code and Zoning Ordinance; and (e) attests that such plans were prepared by, prepared under the direct supervision of, or were reviewed and stamped by the Self-Certified Professional identified in the building permit application.

“Self-Certified Professional” means the professional identified as such on a building permit application and accompanying plans.

“Standard(s)” or *“standard plan(s)”* means plans authorized by PDS to be used in construction on a repetitive basis. Standard plans may include options allowing variations to the building design that may alter the interior and/or exterior appearance.

C. Eligible Projects

The projects appearing in the "Projects Eligible" section of the Self-Certification Eligibility Chart printed below are eligible for self-certification.

Building Plans

Projects Eligible	Projects Not Eligible
<ul style="list-style-type: none"> Commercial tenant improvements for internal changes to a commercial building required to change from one commercial use to another commercial use The self-certification would only apply to those that have no structural changes The self-certification would only apply to occupancy of less than 50 people <p>Requires a CA registered Civil Engineer, or Architect to self-certify</p>	<ul style="list-style-type: none"> Commercial tenant improvements with external changes to a commercial building or addition of new exists Commercial tenant improvements requiring structural changes or structural engineers design Commercial tenant improvements for occupancy greater than 50 people Use categories of: H, E, A, A-4 occupancies Projects in FEMA Special Floodplain Hazard Area Projects within Historically Designated buildings, buildings older than 40 years, or subject to Historical Resource review.

Minor Grading

Projects Eligible	Projects Not Eligible
<ul style="list-style-type: none"> Minor Grading projects which grading does not exceed: <ul style="list-style-type: none"> - 2,500 cubic yards of soil - 200 cubic yards of import or export <p>Requires a CA registered Civil Engineer, or Land Surveyor to self-certify.</p>	<ul style="list-style-type: none"> Grading located in a Special Area Regulations, or subject to California Environmental Quality Act review. Grading in FEMA Special Floodplain Hazard Area Grading in a Hillside Development Area Grading projects which include additional grading for driveways or landscaping outside of the pad footprint Grading projects where grading exceeds: <ul style="list-style-type: none"> - 2,500 cubic yards of soil - 200 cubic yards of import or export - Does not include a custom single-family residence

Traffic Control with no lane closure

Projects Eligible	Projects Not Eligible
<ul style="list-style-type: none"> Program still under construction <p>Submittal does not require a registered professional, but projects will have a registered CA contractor associated with the project.</p>	<ul style="list-style-type: none"> Program Still under construction

Driveway on public road

Projects Eligible	Projects Not Eligible
<ul style="list-style-type: none">• Program still under construction Submittal does not require a registered professional, but projects will have a registered CA contractor associated with the project	<ul style="list-style-type: none">• Program Still under construction

Private road-way serving 4 or less residential homes

Projects Eligible	Projects Not Eligible
<ul style="list-style-type: none">• Program still under construction Will require a CA registered Civil Engineer to self-certify.	<ul style="list-style-type: none">• Program Still under construction.

Residential Landscape Plans

Projects Eligible	Projects Not Eligible
<ul style="list-style-type: none">• Program still under construction Will require Landscape Architect, Landscape Designer with Associates Degree or CA licensed Contractor.	<ul style="list-style-type: none">• Program still under construction

If there is a dispute over whether a project is eligible for self-certification under these rules, the Self-Certified Professional can ask for “Second Opinion” from supervising Senior Civil Engineer. After the results of the “Second Opinion”, the project applicant can appeal to Building Chief by completing the Self-Certification Exception Request form. A final determination of eligibility shall be made by the Building Chief.

D. Audit Guidelines

Self-Certification Projects are subject to random or automatic audit based on the following guidelines:

Audit Guidelines

Random Audit Guidelines	Automatic Audit Guidelines
<ul style="list-style-type: none">• All projects not subject to automatic audit.• No audit fee assessed• 10% of plans may be audited	<ul style="list-style-type: none">• First Self-Certification Project submittal• Sixth Self-Certification Project submittal without prior Random Audits may be audited.

E. Requirements for Self-Certified Professional

Eligible Professionals

A. Professional Architects:

Professional architects who have been responsible for ensuring code compliance for a minimum of three (3) years may be eligible for participating in the Self-Certification Program for eligible projects.

During that time-period, the professional must have been:

1. Registered in the State of California in good standings, and
2. Responsible for compliance with the County of San Diego Amended Building Code and Zoning Ordinance (based on codes and amendments adopted by the County of San Diego)
3. Certified to seal project drawings

B. Landscape Architects:

Professional landscape architects who have been responsible for ensuring code compliance for a minimum of three (3) years may be eligible for participating in the Self-Certification Program for landscape projects. During that time period, the professional must have been:

1. Registered in the State of California in good standings, and
2. Responsible for compliance with the County Zoning Ordinance, County Landscape Ordinance, the California Environmental Quality Act, the County of San Diego Storm Water Policies and Standards Manual, and all supplements or amendments approved by the County of San Diego to these or other County of San Diego code, ordinance, or standards, and
3. Certified to seal project drawings.

A CA registered contractor that can show three years of landscape design or a Landscape Designer with a valid Associates Degree in Landscaping that can show three years of experience within the County may also apply.

C. Civil Engineers:

Professional engineers who have been responsible for ensuring code compliance for a minimum of three (3) years may be eligible for participating in the Self-Certification Program for eligible projects.

During that time-period, the professional must have been:

1. Registered in the State of California in good standings, and
2. Responsible for compliance with the County of San Diego Amended Building Code and Zoning Ordinance (based on codes and amendments adopted by the County of San Diego)
3. Certified to seal project drawings

Insurance

Requirements

For each project, the Self-Certified Professional is required to furnish to PDS a certificate of professional liability errors and omissions insurance, issued by an insurer authorized to insure in California, with limits of not less than \$250,000 per claim and \$500,000 in the aggregate for all claims made during the policy period.

Professional of Record Statement

For each project, the Self-Certified Professional is required to submit a Professional of Record Self-Certification Statement in which the Self-Certified Professional shall be required to certify to the County of San Diego and to the person hiring or otherwise retaining the Self-Certified Professional for such project that:

- A. The Self-Certified Professional has been a registered engineer or architect for at least three (3) years and is registered in the State of California; and
- B. Within the preceding five-year period, the Self-Certified Professional has not been convicted or found liable of: (1) knowingly making a false statement of material fact on or in connection with any building permit application, or (2) knowingly submitting in support of a building permit application any document containing false or fraudulent information, or (3) knowingly affixing a false signature to any building permit application; and
- C. The attached application and every page of the accompanying plan(s) stamped by the Self-Certified Professional: (1) were prepared by, under the direct supervision of, or reviewed by such Professional; (2) are complete; and (3) are, as of the date of submission, in accordance with the requirements of the County of San Diego Amended Building Code and Zoning Ordinance and all other applicable laws; and
- D. The attached application and all technical submissions made by the Self-Certified Professional in connection with the self-certified project were prepared in accordance with and meet the “standard of care” required of the profession; and

- E. All information and assertions made by the Self-Certified Professional in the permit application and documents submitted in support of such permit application are true and correct; and
- F. If the Self-Certified Professional becomes aware of any false or inaccurate statement in the permit application, accompanying plans or any document submitted in support of such permit application, regardless of whether such false or inaccurate statement was made by such Self-Certified Professional or by his agent or employee, the Self-Certified Professional will immediately take all measures necessary to correct such false or inaccurate statement; and
- G. The Self-Certified Professional understands that the Building Chief will rely upon the truth and accuracy of the certifications contained in the Professional of Record Self-Certification Statement as the basis for issuing a permit under the Self-Certification Permit Program; and
- H. The Self-Certified Professional understands that the self-certified project identified in the building permit application is being approved for a building permit subject to audit and/or field inspection by PDS and the permit is subject to revocation by the Building Chief if necessary or appropriate to protect the public health, safety or welfare; and
- I. If PDS determines that the submitted plans do not conform to the requirements of the County of San Diego Amended Building Code and Zoning Ordinance or any other applicable law, the Self-Certified Professional agrees to submit a revision to permit to PDS in a timely manner and to take all remedial measures within such professional of record's control to bring the submitted plans and any construction there under into conformity with the requirements of the County of San Diego Amended Building Code and Zoning Ordinance and any other applicable law; and
- J. The Self-Certified Professional understands that the failure to submit any required plan revision to PDS in a timely manner will result in automatic suspension of their self-certification privileges under the Self-Certification Permit Program, until such time that a plan revision is submitted to PDS and/or the matter is resolved by PDS; and
- K. The Self-Certified Professional understands that failure to take all remedial measures within their control to bring the submitted plans and any construction thereunder into compliance with the County of San Diego Amended Building Code and Zoning Ordinance or any other applicable law shall result in revocation of the Self-Certified Professional's privileges under the Self-Certification Program and may result in notification of such fact to the California Department of Consumer Affairs Board of Professional Engineers, Land Surveyors, and Geologists.
- L. The Self-Certified Professional understands that a Stop Work Order can be issued at the discretion of the Building Chief.

Nothing in this rule shall be construed to prohibit the Building Chief from requiring additional certifications in the Professional of Record Self-Certification Statement.

Owner/Designer Certification Statement

For each project, the Self-Certified Professional is required to submit to PDS, on a form prepared by PDS, an Owner/Tenant Certification Statement, which shall be signed and dated by the owner or tenant responsible for the work identified in the permit application and in which such owner or tenant shall certify to the County of San Diego that such owner or tenant:

- A. Authorized the work of all professionals and consultants named in the permit application and accompanying plans; and
- B. Agrees to take all measures necessary to correct any misrepresentation or falsification of facts made knowingly or negligently in the building permit application or in any document submitted in support of such application by the owner or tenant, as applicable, or by such owner's or tenant's agents, contractors or employees; and
- C. Understands that the Self-Certified project is being approved for a permit subject to audit and/or field inspection by the County; and
- D. Agrees to take all remedial measures necessary to bring the plans and all construction completed under the permit for the project into conformity with requirements of the County of San Diego Amended Building Code, Zoning Ordinance, Grading Ordinance and all other applicable laws.

Nothing in this rule shall be construed to prohibit the Building Chief from requiring additional certifications in the Owner/Tenant Certification Statement.

Hold Harmless Letter

For each project, the Self-Certified Professional is required to submit to PDS, on a form provided by PDS, an Owner Hold Harmless Letter, which shall be signed and dated by the owner responsible for the work identified in the permit application and in which such owner shall agree to the following:

- A. To protect, defend, indemnify and hold harmless the County of San Diego and its officers, representatives, managers and employees against any and all claims, liabilities, judgments, costs, expenses, delays, demands or injuries arising out of or in any way connected with the design, construction, code compliance review or issuance of a building permit for the project identified in the building permit application; and
- B. That if construction is contrary to the County of San Diego Amended Building Code and Zoning Ordinance or any other applicable law or to any permit issued under the Self-Certification Program, the owner, as applicable, shall, without undue delay, remove or modify, at such owner's own expense, any component of such construction that does not conform to the requirements of the County of San Diego Amended Building Code and Zoning Ordinance or any other applicable law or to such permit.

Nothing in this rule shall be construed to prohibit the Building Chief from requiring additional

agreements in the Owner Hold Harmless Letter.

Self-Certification Class

Each Self-Certified Professional participating in the Self-Certification Program must successfully complete a self-certification training class offered by or under the direction of the County. Such class shall provide attendees with instruction about the self-certification permit process, examining plans for compliance with the County of San Diego Amended Building Code and Zoning Ordinance, and the administrative aspects of permit processing for which the Self-Certified Professional is responsible when self-certifying plans. The class, which shall be offered periodically by or at the direction of PDS, shall be open to all professionals who are currently registered in the State of California and meet the qualifications of Section E above.

Upon successful completion of the class, attendees will receive a certificate and registration number enabling them to self-certify projects and to otherwise participate in the Self-Certification Program. Information about registering for the Self-Certification Program training class is available at PDS website: https://www.sandiegocounty.gov/content/sdc/pds/bldg/scp_programoverview.html. Enrollment in the class shall be on a “first-come, first served” basis.

A fee is required to attend the class. Such fee shall cover the cost of administering the Self-Certification Class. See the Planning & Development Services Building Fee Schedule at: <https://www.sandiegocounty.gov/content/dam/sdc/pds/docs/pds613.pdf>.

The Self-Certified Professional’s certification shall expire three years from the date of issuance. Should PDS adopt a new building code during the three-year certification period the Self-Certified Professional will be required to provide the County with a statement declaring they have read and understand the changes to all of the relevant. Additional training on miscellaneous code amendments may be required at the discretion of Building Chief.

F. Project Submission Procedures

The Self-Certified Professional can download the relevant Self-Certification Program Submittal Checklist at the same website location. Assistance with pre-submittal requirements can be obtained through the County Pre-Approval Process. Staff will determine if any variances, code modifications, or use permits are needed.

Once all the applicable pre-approvals listed on the relevant Submittal Checklist have been obtained, the Self-Certified Professional shall submit plans through the public counter or by email. All completed applications, forms, letters and other documents listed on the website, as applicable or otherwise required by PDS for the project shall be reviewed with the plans.

The project address and scope of work stated in the permit application must agree with the address and the scope of work shown on the submitted plans.

Such application must contain all required information about the contractors for the project,

including, but not limited to, the name, address and license number of the general contractor.

The Owner or Tenant who is responsible for the work identified in the permit application must sign the permit application. If the project identified in the permit application is a build-out in an existing building, the work covered by the permit application must be limited to work for a single tenant only. Both the permit application and accompanying plans must be stamped by the Self-Certified Professional who prepared or reviewed the plans and is submitting the plans for Self-Certification under the Self-Certification Program.

A cover sheet shall be attached to each set of plans. Each required cover sheet shall:

- A. Be signed and stamped by the Self-Certified Professional responsible for preparing the plans; and
- B. Contain an Index of Drawings as required by law; and
- C. Contain an owner/ contractor notice with the following language:

“This project has been permitted under the County of San Diego Self-Certification program. The project is subject to audit and field inspections. If the construction of the project is contrary to, or does not meet the standard of the County of San Diego Amended Building Code and Zoning Ordinances, the owner, at his/her own expense, shall remove or modify any and all components that do not conform. Any deviations from the approved plan must be coordinated in advance with the County Building Inspection Staff and revised plans or sketches must be provided by the self-certified professional.”

- D. Contain the following certification statement, which shall be wet-inked in black or plotted to the cover sheet: “I hereby certify that these drawings are prepared by me, under my supervision, or reviewed by me and to the best of my professional knowledge conform to the County of San Diego Amended Building Code and Zoning Ordinance.” Such certification statement shall be signed by the professional of record who prepared the plans.

Each page of the construction plans **must** contain the following:

SELF-CERTIFIED BY: _____
(Insert name of Self-Certified Professional) Date

- *Plans were prepared by or under the direct supervision of, or reviewed by the Self-Certified Professional,*
- *Plans are complete,*
- *The plans are, as of the date of submission, in compliance with County of San Diego building, civil, site and zoning codes, ordinances, and all other applicable laws.*

The Senior Civil Engineer or designee will review the project to:

- A. Verify that all applicable applications, forms, letters and other documents listed on PDS’s relevant Self-Certification Submittal Checklists, or otherwise required by PDS, have been submitted and completed in full by the appropriate parties.

- B. Verify that the project meets the Self-Certification Program criteria.
- C. Verify that all necessary pre-approvals have been obtained.
- D. Screen plans and documents to ensure complete submittal and necessary items have been provided.
- E. Screen plans for apparent compliance with the requirements of the County of San Diego Amended Building Code and Zoning Ordinance, Zoning Ordinance, and other relevant codes and ordinances.

If, the Senior Civil Engineer or designee determines that all Self-Certification Program requirements have been met, they shall accept the project for admission to the Self-Certification Program.

If the Senior Civil Engineer or designee determines that the plans submitted by the Self-Certified Professional require minor corrections to bring the plans into compliance with the County of San Diego Amended Building Code and Zoning Ordinance, the Self-Certified Professional will be given the opportunity to make the necessary changes and submit revised/additional sheets and/or documentation.

If the Senior Civil Engineer or designee determines that any of the Self-Certification Program requirements have not been met, they shall reject the project for submittal to the Self-Certification Program.

After a project is accepted for submittal to the Self-Certification Program and prior to the issuance of a permit for such project, the Senior Civil Engineer or designee will conduct a final review of the project to verify that the application for the permit and all accompanying documents are complete.

Upon completing the final review of a project, PDS will notify the Self-Certified Professional as to whether the requested permit will be issued under the Self-Certification Program.

If the permit is issued, such permit shall be stamped and perforated by PDS. If the permit is not issued, such notification shall state the reasons why the permit was not issued.

G. Auditing Procedures

All self-certified plans are subject to audit by PDS to determine whether the plans and/or projects are in compliance with the requirements of the County of San Diego Amended Building Code and Zoning Ordinance and other ordinances and codes adopted or followed by the County of San Diego. The audit will also measure the efficiency of the Self-Certification Program. There are two types of audits: random and automatic. Audit review time frames will be the same as traditional plan review.

Random Audit Process

PDS will perform audits on randomly selected new construction or renovation projects that are allowed in the Self-Certification Program and listed under “Random Audit Guidelines” on the Audit Guidelines Chart contained in Section D. The audits may be conducted prior to or after the issuance of the permit. In addition to the random audits, projects may be audited if PDS determines that:

1. In any given month, a Self-Certified Professional has had four or more projects

accepted for Self-Certification by PDS and none of those projects has been audited by PDS;

2. Within the preceding 12 months, no project submitted by the Self-Certified Professional, and accepted for Self-Certification by PDS, has been audited by PDS;
3. A field inspection conducted by PDS finds that the plans permitted under the Self-Certification permit program are not in compliance with the requirements of the County of San Diego Amended Building Code and Zoning Ordinance or other codes or ordinances of the County of San Diego.

Automatic Audit Process

PDS will perform audits on all new construction or renovation projects that are allowed in the Self-Certification Program and listed under “Automatic Audit” on the Eligibility Chart contained in Section C. The audits will be conducted prior to or after the issuance of the permit.

Review Criteria

Each self-certified project selected for an audit, whether random or automatic, will be audited for compliance with the County of San Diego Amended Building Code, County Zoning Ordinance, the California Building and Standards Code, the California Environmental Quality Act, the County of San Diego Storm Water Policies and Standards Manual, and all supplements or amendments approved by the County of San Diego to these or other County of San Diego code, ordinance, or standard, and all other laws and ordinances that apply. The auditor for each discipline will complete the review in accordance with the scoring system described in the “Self-Certification Program Auditing and Appeal Procedures.”

Important Note: Fire construction plan review is not included in the Self-Certification Program. Separate review, permits, and inspections must be completed for compliance to the County Fire Code. Local Fire Authority approval is required prior to building permit issuance.

Audit Results

PDS shall notify the Self-Certified Professional and the Owner of Record in writing of the results of any audit conducted. The notification will provide a summary of the audit results and will direct the Self-Certified Professional to address all code violations found in the audit. Failure to submit required corrections by the date identified in the notification may result in the revocation of the Self-Certified Professional’s privileges. See Section I. Suspension and Revocation of Self-Certification Privileges (below) for additional causes that may lead to the revocation of a Self-Certified Professional’s privileges.

For information about the audit selection process and scoring system, see “Self-Certification Program Auditing and Appeal Procedures” on the PDS website at: https://www.sandiegocounty.gov/content/sdc/pds/bldg/scp_programoverview.html

H. Appeal Procedures

If the Self-Certified Professional of an audited project disputes the results of the audit or disputes the accuracy or applicability of any code correction comment entered in

connection with such audit, the Self-Certified Professional has the right to request a meeting to review the matter with the Senior Civil Engineer or schedule a hearing with the Building Chief. If the Self-Certified Professional disputes the results of the Building Chief, an appeal can be made through the PIR process. Various fees apply for each of these options.

For information on the appeal process that must be followed, see the “Self-Certification Program Auditing and Appeal Procedures” on the PDS website at: https://www.sandiegocounty.gov/content/sdc/pds/bldg/scp_programoverview.html

I. Revisions

There are different procedures that must be followed for making field changes and revisions. The procedure that must be followed is dependent on whether it is a **voluntary** change due to a change in construction material, design or in response to field conditions; or a **mandatory** change due to an inspector identifying a code violation or plans missing critical information.

Voluntary Field Changes and Revisions

The Design Professional or the General Contractor should provide PDS Inspection staff a request for any proposed field changes or revisions. The field inspector associated with the discipline that is being modified will determine if revised plans must be resubmitted. Prior to occupancy, revised plans must be provided to the County of San Diego for records.

1. If the inspector determines that the change is minor and can be processed in the field, revisions may be provided prior to final inspection. The following examples are types of minor field changes that inspection staff may approve. Additional changes may be made at the inspector’s discretion. Any deviations from the permit record set must be approved in advance by the field inspector. When revised plans are provided, the proposed revisions must be sealed by the applicable design professional and contain the Self-Certified Professional’s approved stamp.
 - a. Electrical – Extension or relocation of branch circuitry.
 - b. Mechanical – Duct work or relocating registers within the same space.
 - c. Plumbing – Relocation of fixtures.
 - d. Structural – Relocation of non-bearing walls and non-structural items that do not affect occupant load, exiting or life safety systems.
 - e. Civil – Add, delete or relocate ADA ramps in the right of way as needed due to field conflicts, if ADA compliance is still met.
 - f. Landscape – Adjust placement of trees if the overall landscape design intent is still met.
 - g. General – Relocation of non-bearing walls and non-structural items. Minor changes to electrical, plumbing or mechanical systems such as outlet placement or mechanical register placement within the same room or space.
2. For complex changes, the field inspector and their supervisor will determine if revised plans are necessary. Revised plans shall be resubmitted through the normal submittal process. The plans must be stamped by the Self-Certified Professional.

3. Changes or revisions which add to the scope of work included in the original plan submittal shall be treated as new work requiring a new permit application and permit.

Mandatory Field Changes and Revisions

When an inspector determines that the plans contain code violations or are missing critical information, the inspector shall get a second opinion from his or her supervisor prior to requiring the customer to make changes. The supervisor is also encouraged to contact the Senior Civil Engineer or the Building Chief for further discussion if necessary. If the item is confirmed to be a code violation or if PDS requires more information critical to ensuring the project meets the building code, the Field Supervisor will inform the Contractor in writing or by email. For Self-Certified projects, the Self-Certified Professional must also be contacted. Corrections and/or additional information will be required to reach a resolution. Violations that require major design changes may require an audit of the self-certified plans. Follow the Voluntary Field Changes and Revisions process.

Regardless of the method used to resolve the violation, all violations will be tracked by the Inspection Section through the Field Supervisor. The violations will be noted in Accela Citizen Access under project notes and inspections fields with the code section and a clear description of the violation. Self-Certified projects will be scored, and any project that accumulates five (5) violations or more will be subject to a mandatory audit. The Field Supervisor should consult with the Senior Civil Engineer and Building Chief of inspections prior to mandating an audit of the project. Refer to Self-Certified Auditing and Appeal Procedures for additional information.

J. Deferred Submittals

Deferred submittals are not allowed. All portions of Self-Certified Plans must be approved prior to start of work.

K. Suspension and Revocation of Self-Certification Privileges

As described in Section F. Audit Results above, the failure of the Self-Certified Professional to submit required corrections identified in any audit by the specified date may result in revocation of the Self-Certified Professional's privileges. Privileges shall also be revoked by the Building Chief if the Self-Certified Professional fails three (3) audits within a three-year period; or fails to take all remedial measures within such Self-Certified Professional's control to bring the required plans and any construction thereunder into compliance with the County of San Diego Amended Building Code and Zoning Ordinance.

If a Self-Certified Professional's privileges are subject to revocation for any reason, PDS shall cause a dated notice to be mailed, by first class mail, to such Self-Certified Professional at his or her last known business address. Such dated notice shall inform the Self-Certified Professional of the following facts:

- A. Unless the Self-Certified Professional can show cause at a hearing for the Building Chief not to revoke their privileges, they shall be revoked for a period of one year. To

reinstate privileges, the Self-Certified Professional must again attend the full training class at full cost. The revocation of the Self-Certified Professional's Self-Certification Program privileges shall become effective ten (10) business days after the date on which notice is mailed under this rule. The Building Chief also has the authority to permanently revoke the Self-Certified Professional's privileges.

- B. If the Self-Certified Professional has reason to believe that revocation of their Self-Certification privileges is not warranted, the Self-Certified Professional has the right to request in writing, within ten (10) business days of the date on which notice is mailed under this rule, a Project Issue Resolution hearing. The PIR would be solely to determine whether revocation of self-certified privileges is warranted.
- C. If a hearing under this rule is requested in a timely manner, such hearing shall be commenced within forty-five (45) business days of receipt of such request.

If no hearing under this rule is requested in a timely manner, or if a hearing is requested in a timely manner but the Self-Certified Professional fails to appear at such hearing, the Self-Certified Professional shall be deemed to have waived his right to such hearing and such privileges shall be deemed, by operation of law, to have been revoked by the Building Chief on the date stated on the notice of revocation required by this rule. Conversely, if the Self-Certified Professional submits a written request for a hearing, but fails to appear at such hearing, the Building Chief, upon a showing of good cause, reschedule the hearing.

A Self-Certified Professional's self-certification privileges shall be permanently revoked by PDS, if such Self-Certified Professional is convicted or found liable of: (1) knowingly making a false statement of material fact on or in connection with any building permit application, or (2) knowingly submitting in support of a building permit application any document containing false or fraudulent information, or (3) knowingly affixing a false signature to any building permit application.

The Building Chief may revoke any permit issued under the Self-Certification Program if an audit or inspection indicates that the permitted project or any portion thereof poses a threat to the public health, safety or welfare.