

Requirements by Phase

Phase 1 Requirements

- Be a registered professional per program requirements
- Practice in the County for at least 3 years
- Stay in good standing within your profession

Phase 2 Requirements

- Project scope must fit into self-certification
- Authorization from customer to process the project as self-certification
- Verify that final project and documents meet the criteria for self-certification
- Ensure coordination in plans and produce full submittal package

Phase 3 Requirements

- Required Outside Agency Approvals:**  
DEH Food, DEH Septic, Fire Authority, School District, Water District, Other applicable outside approvals
- Randomized Audit Program:**
- 10% of plans will be randomly selected for full review
  - Review will occur within 1-2 business days while conditions are being met.
  - Engineering, Zoning and EPM review will occur
  - If corrections are required, a letter with corrections will be provided to applicant
  - If 10 points occur during a review the applicant will need to have a formal meeting and will obtain one project noted as ‘not in compliance’ (3 allowed in 3 years)
  - If less than 10 points, then revised plans will be issued

Phase 4 Requirements

- All applicable inspections are still required
- NOTE: If work done on site requires a plan change that removes project from the program, a stop work order will occur until the plans can be reviewed**

Project Process Flowchart

