



County of San Diego, Planning & Development Services  
**BUILDING SELF-CERTIFICATION PROGRAM**  
**BUILDING DIVISION**

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## Part I: Overview and Procedure

### Purpose

The County of San Diego's Self-Certification Program (SCP) allows for a California-licensed Contractor, Architect or Engineer to self-certify inspection of code requirements on select minor residential building permits without Building Division inspections.

### General

The California Standards Building Code (Building Code) establishes the Building Code requirements for construction work. The SCP allows for self-certification of Building Code requirements on building permits for water heater replacement (except tankless and solar), demolition permit, new or replacement air conditioner condenser, window replacement, exterior siding or plastering, fencing and walls (over 6 feet in height and meeting all setbacks), interior drywall, manufactured home foundation retrofit, re-plumbing or re-piping of existing plumbing, or non-structural roof replacement (re-roof). The SCP is only available for existing single family dwellings or accessory structures.

### Authority

County Code Section 91.1.104.4 authorizes the building official to accept inspection reports from approved agencies or individuals for work performed under a building permit. The inspection reports shall be in writing and certified by a responsible officer of the approved agency or by the responsible individual.

### Qualifying Criteria

The following requirements must be met to participate in the SCP:

- The person responsible for completing and signing all forms, inspecting the work, and completing the self-certification must be a California-licensed B General Building Contractor with current worker's compensation insurance, C-type Contractor depending on specialty with current worker's compensation insurance, Architect, Civil Engineer or Structural Engineer.
- The work being self-certified must be completed on a permitted single family dwelling or accessory structure, and/or in the case of a fence over six feet high, outside all setbacks.
- Complete the included SCP Qualification questionnaire for further clarification on whether your project qualifies for the SCP.

### Obtaining a Permit

To obtain a permit for a project that will participate in the SCP bring the following completed documentation to the Building Counter at 5510 Overland Ave., Suite 110, San Diego, CA 92123:

- Building Permit Application (form PDS 291)
- This form, Part I: Self-Certification Overview and Procedure (form PDS 136)
- This form, Part II: Self-Certification Declaration (form PDS 136)
- Forms CF1R, CF2R, and CF3R to be submitted and registered if the project requires Home Energy Rating System (HERS) testing/verification

**5510 OVERLAND AVE., SUITE 110, SAN DIEGO, CA 92123 • (858) 565-5920 • (888) 336-7553**

**[HTTP://WWW.SDCPDS.ORG](http://www.sdcps.org)**



## County of San Diego, PDS, Building Division Self-Certification Program

### Permit Final

The contractor, engineer or architect signs-off the inspections as scheduled work is completed ensuring compliance with Building Codes and manufacturer's specifications. Upon completion of the project and inspections, complete the Self-Certification Inspection Checklist (Part III of this form) and email all the completed forms to the Building Division to receive final approval:

- [pdsbuildingpermitcounter@sdcounty.ca.gov](mailto:pdsbuildingpermitcounter@sdcounty.ca.gov)

PDS Building Division staff will input final permit sign-off and close the permit. After the completed documents have been received and processed by the County, copies documenting the passed final inspection can be printed from the County of San Diego's Accela Citizen Access online permit history research application at <http://www.sdcpds.org>. Once the record ID has been queried, the "Inspections" section in the record's summary screen displays information documenting the passed final (type 199 - FINAL) inspection signifying that the self-certification process is complete.

The County of San Diego reserves the right to conduct random inspections or audits of permits under this program to verify proper project completion and self-certification. In addition, the County of San Diego reserves the right to audit as frequently as determined necessary and may require remedial work when it is discovered that work was not done in conformance with the applicable codes. If a project is found to not be in compliance with the program and applicable Building Codes, after the completed Part III: Self-Certification Inspection Checklist has been submitted, the self-certification approval may be revoked and the contractor, engineer or architect may not pull additional permits under the Self-Certification Program. Re-inspection fees may apply for self-certified permits that fail an audit.

Proceed to the next page to complete the SCP Qualification questionnaire.

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### SCP Qualification



## County of San Diego, PDS, Building Division Self-Certification Program

**Please complete the following questionnaire to make sure you qualify for the SCP:**

- |   |     |    |     |
|---|-----|----|-----|
| 1. Is the proposed work to be installed on or in a permitted structure or in the case of a demolition permit is it for demolition of residential structures?  | Yes | No |     |
| 2. If proposed fence height exceeds 6 feet, will it be located outside all setbacks?  | Yes | No | N/A |
| 3. Will a C-type Contractor, B General Contractor, Architect, Civil or Structural Engineer licensed in the State of California apply for this permit?   | Yes | No |     |
| 4. Will the installation be designed and inspected by a California-licensed Contractor, Architect or Engineer to ensure compliance with state and local building codes? Including those in the Part III Self-Certification Inspection Checklist of this form? | Yes | No |     |
| 5. Will the installation ensure the building materials will be installed in accordance with the manufacturer's installation requirements?   | Yes | No | N/A |

If you answered "Yes" to the above applicable questions depending on permit type, then your project meets the necessary conditions to participate in the self-certification program.

By signing below I indicate I understand the SCP procedure:

\_\_\_\_\_  
**Contractor/Architect/Engineer Name**

\_\_\_\_\_  
**License Type and No.**

\_\_\_\_\_  
**Signature of Professional**

\_\_\_\_\_  
**Date**



## Part II: Self-Certification Declaration

This form is to be completed by the property owner and the California-licensed Contractor, Architect or Engineer participating in the County of San Diego's SCP prior to issuance of a permit.

_____ Contractor/Architect/Engineer Name (type or print)	_____ License Type and No.
_____ Mailing Address	_____ Phone (required)
_____ Project Address	_____ Fax
_____ Permit Number (provide at permit issuance)	_____ Email

*Note: This form MUST be signed by both parties listed below.*

### Licensed Contractor/Architect/Engineer

I affirm under penalty of perjury that I have reviewed and understand the requirements of the County of San Diego's SCP Overview, Procedures, Checklist and Inspection Requirements and will comply with those requirements. I affirm that I am licensed in the State of California as required by the County's SCP and that my license is active. I further affirm that I am familiar with the applicable requirements of the California Building Standards Code as adopted and amended by the County of San Diego and that all self-certification required documents submitted by me will be based on the code requirements contained therein.

_____ Signature of Professional	_____ Date
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### Property Owner

As the property owner of the project address noted above, I have read, understand and agree to participate in the SCP. I further understand that by participating in this program, the work allowed by this permit will not be inspected by a County of San Diego Building Inspector during construction. The permit may be among those randomly audited for quality assurance by the County of San Diego after construction and permit final. I further agree to provide access to work performed under this program when requested by the County of San Diego

_____ Property Owner's Signature	_____ Date
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\_\_\_\_\_  
Print Name



## Part III: Self-Certification Inspection Checklist

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Job Address

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Permit Number

Check the applicable boxes in the inspection checklists for each completed and inspected portion of work, depending on the permit type. The Contractor, Architect or Engineer verifies compliance with all codes and by signing this Self-Certification Inspection Checklist certifies the completed work complies with the following requirements.

### Water Heater

This permit shall only cover replacement of existing storage tank water heaters. This permit does not cover installation of a tankless or solar type water heater.

- ☐ 18" raised platform or per manufacturer's listing
- ☐ P/T drain to exterior as per code
- ☐ Water lines insulated for 5' minimum or to wall
- ☐ Shut off valve installed on cold water side
- ☐ Gas line secure with sediment trap
- ☐ New gas flexible connector and sized correctly
- ☐ Flue vent intact, secured, still serviceable
- ☐ Flue cap and diverter in place
- ☐ Code compliant flue vent clearances
- ☐ Clearances for replacement water heater per manufacturer
- ☐ Combustion air vents properly sized and located per code
- ☐ Evaluated other exhaust systems for possible draw down of flue gases in vent.
- ☐ Earthquake strapping per code
- ☐ Vacuum relief valve for attic installs
- ☐ Drain pan with separate discharge for attic installations or as required by manufacturer
- ☐ Access, walkway, working space and headroom for attic installs
- ☐ Switched lighting for attic installations
- ☐ No "pit" situations where LPG could pool
- ☐ Expansion tank or listed device as required
- ☐ CF1R, CF2R, CF3R registered forms completed and included as necessary

#### *Additional items specific to electric water heater:*

- ☐ Electrical disconnect sized and installed per code, hard wired with correct conductors, conduit and properly grounded
- ☐ Minimum 18" platform
- ☐ Applicable code requirements that apply to gas type water heaters

### Demolition Permit

Additional requirements may be necessary if a septic system is to be demolished. Inquire with County PDS and DEH for additional requirements.

- ☐ Trash, junk and debris cleared from site
- ☐ Stormwater BMPs installed
- ☐ Compaction report for fill over 12" wet-signed and stamped by California-licensed civil engineer
- ☐ No hazards or safety issues created by demolition work
- ☐ Electrical disconnect and disconnect verification completed by San Diego Gas & Electric (SDG&E)



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### Air Conditioner Condenser

This permit may cover a new or replacement air conditioner

- ☐ Grounded per code
- ☐ Fused correctly per manufacturers name plate
- ☐ Liquid tight conduit secured
- ☐ Line set 3/4" wall insulation, UV-resistant exterior or protected
- ☐ Disconnect and circuit sized per name plate rating and installed per code
- ☐ Set on a level and secure platform
- ☐ Code required working clearances (30" x 36"d) for electrical disconnect
- ☐ Openings into building sealed
- ☐ CF1R, CF2R, CF3R registered forms completed and included as necessary
- ☐ Exterior refrigerant service ports fitted with tamper-resistant locking cap

### Window Replacement

- ☐ Windows shall not reduce egress from existing conditions
- ☐ Windows fitted to existing opening only
- ☐ Windows full tempered where closer than 18" to floor and over 9 feet square
- ☐ Full tempered glass where within 24" arc of door and within 60" of floor
- ☐ Guard rail where window sill is greater than 6 feet above grade and less than two feet above floor
- ☐ Wildland Urban Interface compliant, dual pane glazing with one pane tempered
- ☐ Windows comply with Title 24 requirements, CF2R completed and included as necessary

### Exterior Siding and Plastering

- ☐ Code-compliant approved paper and lathing
- ☐ Code-compliant backing for lath
- ☐ Double paper for existing sheer
- ☐ Code compliant flashing of windows and doors
- ☐ Installation of drip screed per code with compliant clearances from finished grade
- ☐ Installed corner rite or bead for all edges
- ☐ Listed caulking for all tears and penetrations
- ☐ Scratch coat, brown and color to achieve 7/8" approximate stucco or per listing of alternate product
- ☐ Installed paper backed ribbon lath for all soffit location

**Fencing and Walls over height and meets all applicable setbacks**, including, but not limited to, County Zoning Ordinance setbacks found in sections 4800-4844

- ☐ Installed on owners property meeting all applicable setbacks (within setback may not be self-certified)
- ☐ Maximum height matches the approved plans
- ☐ Material matches the approved plans
- ☐ No electrical; no luminaries; no retaining walls over 3 ft. in height (otherwise, may not be self-certified)

### Interior Drywall

These permits shall only cover drywall replacement within an existing permitted structure.

- ☐ Installed drywall per code
- ☐ Installed fasteners per code
- ☐ Completed all taping, mud, and painting



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### Re-plumbing/piping

- ☐ Installed a listed potable water piping system
- ☐ Sized the piping per code
- ☐ Secured, insulated, and isolated per code
- ☐ Reamed all piping
- ☐ Removed all excess flux
- ☐ Thoroughly flushed the system
- ☐ Electrically grounded the system(if metallic)
- ☐ If plastic water system, affix sticker located at meter main stipulating: "No ground required, plastic water piping."
- ☐ Restored the integrity of the fire-wall
- ☐ Installed an anti-siphon valve at each new hose bib
- ☐ Insured that the maximum water pressure does not exceed 80 p.s.i.
- ☐ Protected all piping
- ☐ Completed all drywall, taping, mud, and painting

### Re-roof

- ☐ No structural changes
- ☐ Removed water-soaked or deteriorated elements and replaced with competent material
- ☐ If new roof diaphragm has been installed, code-compliant fasteners installed
- ☐ Verified all existing vents were extended through roof per code
- ☐ Provided minimum clearances to combustible material for B Vent(s) or Chimney(s) per code
- ☐ Installed flashing and counterflashing per code
- ☐ Installed underlayment per code
- ☐ Installed a class A rated roof
- ☐ Installed roof covering per code
- ☐ If a built-up roof was installed, designed slope to be minimum of 2% per code
- ☐ Code-compliant attic ventilation, Wildland Urban Interface compliant
- ☐ Cool Roof Rating Council product certification, CF2R forms completed and included as necessary

**Final Building Inspection:** I certify that I have observed the work completed under the project permit and certify under penalty of perjury that it was completed in accordance with my design, in compliance with all applicable codes and the applicable Self-Certification Inspection Checklists.

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**Contractor/Architect/Engineer Name**

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**License Type and No.**

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**Signature of Professional**

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**Date**

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