WHAT IS THE SELF-CERTIFICATION PROGRAM?
Builders and Owners constantly ask for an explanation of the process for obtaining Building Permits. City Staff describes the step-by-step process. When the Builder and/or Owner mentions the project is time sensitive, he/she is then informed of the City’s Self-Certification Program.

The Self-Certification Program is a voluntary program to expedite the issuance of Building Permits without reducing the building’s integrity and still adhering to life and safety requirements. The program is only available to Licensed Professionals (Architects and Engineers) who agree to self-certify the building plans. Self-certifying is accepting full responsibility in assuring the architectural, structural, mechanical, electrical, plumbing, energy, and accessibility requirements are compliant with the current California Code cycle, as well as the City’s laws, codes, rules, and regulations. In addition, the Licensed Professional confirms that the submittal package was prepared by he/she (or under his/her direct supervision) and it does not contain falsified information.

WHAT IS THE DIFFERENCE BETWEEN EXPEDITED PLAN REVIEW SERVICES AND THE SELF-CERTIFICATION PROGRAM?
Many cities offer Expedited Plan Review Services. This service allows Builders and Owners to submit plans to the City. The City sends the submitted plans to contracted Licensed Professionals for review. The response time for comments/approval is typically two (2) weeks. The process will continue until the plans are approved.

Unlike Expedited Plan Review Services, the Self-Certification Program eliminates the Building and Safety Department’s plan review process since the Licensed Professional voluntarily accepts full responsibility in assuring the building plans are compliant with all California Codes and the City’s Ordinances.

The Self-Certification Program does not eliminate the plan review process from the Planning and Public Works Departments. The Planning Department will review the land use, zoning requirements, City/State/Local regulations, and other matters affecting the City’s environment. The Public Works Department reviews the waste management plan in addition to the general management, operation, and care of the infrastructure found in the City’s right-of-way. Approval from both departments is required prior to issuing the Permit.

LICENSED PROFESSIONAL QUALIFICATIONS
A Licensed Professional is eligible to participate in the Self-Certification Program if he/she is a registered State of California Licensed Architect or Engineer who is in good standing with the State. City Staff verifies the license number through the DCA License Search to certify the provided information.

REQUIRED DOCUMENTS FOR THE SELF-CERTIFICATION PROGRAM
The Licensed Professional is to complete and submit all items listed below.
- **The Self-Certification Program Application (Self-Certification Program Disclosure & Acceptance Form)** is to be completed by the Licensed Professional who intends on participating in the Self-Certification Program. The Application is given to the City’s Building Official for review/approval.
- **A “Hold Harmless” Letter** must be written by the Property Owner to the City’s Building Official. The Property Owner agrees to protect, defend, indemnify, and hold the City of Bellflower, the Planning Department, the City Officers, Representatives, Managers, and Employees harmless against any and all claims, demands, awards, suits, judgement, liabilities, losses or damages arising out of, or being in any way connected with the design, construction, and/or code compliance review for the specific project.
- **A Certificate of Professional Liability Insurance** is required to be furnished to the City’s Building Official. The Certificate is issued by an authorized Insurer recognized by the State of California. The coverage amount required will be reasonably determined by the City Manager (or his designee). The minimum amount is typically $1,000,000.00, but never less than the Project’s Valuation.
REQUIRED DOCUMENTS FOR THE SELF-CERTIFICATION PROGRAM CONTINUED

- **The Self-Certification Building Permit** is an all-inclusive Permit. All construction trades associated with the project that typically require separate Permits (per trade), will be included in the project’s Building Permit.

- **The Self-Certified Submittal Plans** must be wet stamped, signed, and dated with the Licensed Professional’s State of California Seal on every page. All construction trades identified with the project are required to have their drawings prepared by a Licensed Professional in the specific trade. The construction trade’s Licensed Professional also agrees to self-certify the specific trade’s drawings. The plans are to include all of the criteria listed on the City’s Building Design’s Handout.

- **All Non-Building and Safety City Department Approvals** are to be provided by the Licensed Professional to the Building Official prior to the Permit issuance. The City Departments include the Planning Department, Public Works Department, Engineering Department, and Fire Marshal.

- **Non-City Agency Approvals** are to be furnished by the Licensed Professional to the Building Official prior to the Permit issuance. The Non-City Agencies include (but are not limited to) Los Angeles County Health Department, local Unified School Districts, Air Quality Management District, and Los Angeles County Sanitation District.

- **The Letter of Authorization Form** is to be completed by the Property Owner. This letter affirms the Property Owner has a signed agreement for Permits to be issued on their behalf for construction taking place at his/her property.

IS A PERMIT ISSUED THE SAME DAY THE DOCUMENTATION IS SUBMITTED?
The Applicant must complete required criteria outlined for the Self-Certification Program (previously stated). Once the Application and all required documents are submitted and approved by the Building Official, then and only then, will the Building Permit be issued on the same day.

WHO CAN OBTAIN THE BUILDING PERMIT?
A Licensed Contractor is authorized to obtain the Building Permit. If the Licensed Contractor is pulling the Permit, he/she must be in good standing with the State of California. In addition, the Licensed Contractor and all Sub-Contractors associated with the project are required to have a valid City of Bellflower Business License.

APPLICABLE FEES ASSOCIATED WITH THE SELF-CERTIFICATION PROGRAM
All applicable fees are set forth in the City’s Comprehensive Fee Schedule (Resolution No. 12-61 and its successors).

IS IT POSSIBLE TO HAVE A PRESCREENING MEETING PRIOR TO SUBMITTING THE SELF-CERTIFICATION DOCUMENTATION?
The Licensed Professional intending to file the Self-Certification Application may request to schedule a courtesy prescreening meeting with the appropriate City Staff. This is an optional opportunity for the City Staff to assist in ensuring the required documentation is complete prior to the submission.

PARTICIPANTS OF THE SELF-CERTIFICATION PROGRAM ARE NOT EXEMPT FROM REGULAR AND SPECIAL INSPECTIONS
In fact, the State of California and the City of Bellflower require Regular Inspections and Special Inspections be conducted regularly to ensure construction is compliant with all applicable codes, laws, rules, and regulations.

If the City Inspector and/or Special Inspector observes the construction is not code compliant but constructed per the Self-Certified Plans, the Building Official has the authority to audit the Self-Certified Plans. Once the Building Official completes the audit, he/she will deem the Plans as either compliant or non-compliant. If the Plans are found non-compliant, the Licensed Professional is to correct the non-compliant items in an appropriate amount of time. The Plans will be resubmitted to the Building Official for additional review until the Plans are found compliant. Additional fees will be collected by the City for the applicable Plan Review Service.

If the Licensed Professional fails to respond to non-compliant items in a timely fashion, the Building Official has the authority to contact the appropriate Licensing Board with the State of California.

The Building Official may require the Design Team, City Inspectors, and/or Special Inspectors to conduct additional inspections at any phase of construction in order to verify the work is compliant with the permitted construction drawings and ensure code compliance.
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: Jamie Bruccoleri, Building Official

Subject: Project Name & Address Self-Certification

Dear Ms. Bruccoleri:

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