

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERSIDE,
CALIFORNIA ADOPTING THE GUIDELINES FOR, AND AUTHORIZING
THE IMPLEMENTATION OF, A BUILDING PLAN SELF-
CERTIFICATION PILOT PROGRAM.

WHEREAS, it is in the best interest of the City of Riverside (“City”) to establish guidelines
for the Building Plan Self-Certification Pilot Program to expedite the review of building permit
applications; and

WHEREAS, on July 17, 2025, the Economic Development Committee of the City of Riverside,
California, considered the proposed Building Plan Self-Certification Pilot Program and recommended
to the City Council that the Building Plan Self-Certification Pilot Program guidelines be adopted and
that the Building Official, or his/her designee, be authorized to implement the Building Plan Self-
Certification Pilot Program.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Riverside,
California, as follows:

Section 1: That the City Council of the City of Riverside hereby adopts the Building Plan
Self-Certification Program Guidelines, attached hereto as Exhibit “A” and incorporated herein.

Section 2: That the Building Official, or his/her designee, is authorized to implement the
Building Plan Self-Certification Pilot Program.

Section 3: That the Building Official, or his/her designee, is hereby authorized to suspend
the operation of the Building Plan Self-Certification Pilot Program when he/she deems it necessary
or appropriate and to amend, repeal, or otherwise modify the program.

Section 4: This Resolution shall take effect immediately upon its adoption.

//

//

//

//

//

1 ADOPTED by the City Council this _____ day of _____, 2025.

2

3

PATRICIA LOCK DAWSON
Mayor of the City of Riverside

4

5

Attest:

6

7

DONESIA GAUSE
City Clerk of the City of Riverside

9

Dis] 10 I, Donesia Gause, City Clerk of the City of Riverside, California, hereby certify that the
11 foregoing resolution was duly and regularly adopted at a meeting of the City Council of said City at
,
Dis] 12 its meeting held on the _____ day of _____, 2025, by the following vote, to wit:

Ayes:

13

Noes:

14

Absent:

15

Abstain:

16

17

18 IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the
19 City of Riverside, California, this _____ day of _____, 2025.

20

DONESIA GAUSE
City Clerk of the City of Riverside

21

22

23

24

25

26

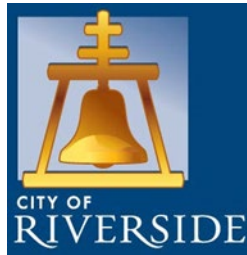
27

311808 TAT 08/20/25

28

EXHIBIT “A”

CITY OF RIVERSIDE



Community & Economic Development Department
Building & Safety Division

BUILDING PLAN CHECK SELF-CERTIFICATION PROGRAM GUIDELINES

City of Arts & Innovation

Table Of Contents

Section

A.	Program Overview	3
B.	Definitions	3-4
C.	Eligible Projects	5
D.	Requirements for Self-Certified Professional	6-9
E.	Project Submission Procedures	9-10
F.	Auditing Procedures	10-13
G.	Revisions to Permit	13
H.	Deferred Submittals	13
I.	Suspension and Revocation of Self-Certification Privileges	14

A. Program Overview

The Self-Certification Program delegates responsibilities to certified State-registered architects and professional engineers. These responsibilities include examination of construction documents and certification of compliance with the City of Riverside municipal codes, ordinances, the governing California Building Standards Code, and any other applicable laws (The Code).

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

The Department reserves the right to suspend operation of the Self-Certification Program as the Building Official deems necessary or appropriate. Nothing in these rules shall be construed to prevent a Self-Certified Professional from submitting a project through the Department'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 Official to grade an audit.

"Building Official" means the officer or other designated authority charged with the administration and enforcement of The Code, or a duly authorized representative.

"The Code" means the City of Riverside municipal codes, ordinances, the governing California Building Standards Code, and any other applicable laws.

"Department" means the city of Riverside Community and Economic Development Department, also referred to as CEDD.

"Electrical Peer Reviewer" means a reviewer who is on the city-approved list expressly for the purpose of providing electrical peer reviews for the Self-Certification Program.

"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 professional civil or structural engineer, prepared under the

personal supervision and control of such professional civil or structural engineer, or (c) if such Self-Certified Professional is an architect, prepared under the personal supervision and control of such architect.

"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 the Department 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 the Department 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 Code; 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.

"Structural Peer Reviewer" means a reviewer who is on the city-approved list expressly for the purpose of providing structural peer reviews for the Self-Certification Program.

"Building Inspector" means the Building and Safety inspector assigned to the project who is responsible for verifying that construction complies with the self-certified plans.

C. Eligible Projects

Residential Projects	
Projects Eligible	Projects Not Eligible
• Residential interior remodels • Residential single-story room additions under 500 SF • Residential detached non-habitable accessory structures under 1200 SF • Residential patio covers and carports under 1200 SF • Residential detached garage under 1200 SF • Rebuild of single-family dwellings impacted by a natural disaster	• New residential construction • Multi-family construction classified as Group R-1 and R-2 • Residential occupancies classified as Group R-2.1, R-2.2, R-3.1, or R-4 • Projects in FEMA Special Floodplain Hazard Area • Properties located within a historic district, identified as a potential cultural resource or listed as a cultural resource • Properties within RC and RA5 zones • Projects in geologically hazardous locations, subject to liquefaction, subsidence, expansive soils, etc. • Unpermitted construction • Any project that requires entitlement under Title 19 • Any project that requires a Design Review • Projects within the Very High Fire Severity Zone

Commercial Projects	
Projects Eligible	Projects Not Eligible
• Commercial interior tenant improvements less than 5,000 SF that do not involve structural modifications, a change of occupancy or use • Commercial accessory patio cover and shade structures under 1500SF that do not require major site improvements including but not limited to parking, or circulation • Commercial non-habitable accessory structures including but not limited to, carports, greenhouses, and equipment sheds under 1500 SF • Freestanding solar PV carport and solar PV systems on existing commercial rooftops with no structural retrofit or battery storage • Minor site improvements, including but not limited to trash enclosures, lighting, and parking restriping, provided they do not affect circulation patterns or parking requirements and do not involve any modifications to existing utility.	• New commercial construction • Hazardous (H), institutional (I), and large assembly (A) occupancies of 100 or more occupants • High rise buildings (occupied floor more than 75' above Fire Department access) • Projects in FEMA Special Floodplain Hazard Area • Properties located within a historic district, identified as a potential cultural resource or listed as cultural resource • Projects in geologically hazardous locations, subject to liquefaction, subsidence, expansive soils, etc. • Projects which require significant grading • Unpermitted construction • Any project that requires entitlement • Any projects that require a Design Review • Projects within the Very High Fire Severity Zone

D. Requirements for Self-Certified Professional

Eligible Professionals

Licensed architects or licensed civil or structural engineers with at least five years of experience in responsible charge of building design may be eligible to participate in the Self-Certification Program for qualifying building projects. During that time, the professional must have been:

1. Registered in the State of California, and
2. Responsible for compliance with the California Building Standards Code, and
3. Licensed to seal project drawings

Required Third Party Certification

To show competency in the California Building Standards Code, the architect or engineer participating in the Self-Certification Program must successfully maintain the Plans Examiner certification administered by the International Code Council (ICC), demonstrating knowledge in the application of the California Building Standards Code, or have other demonstrated means acceptable to the Building Official.

Insurance Requirements

Licensed Design Professional shall maintain minimum limits of insurance as follows:

Commercial General Liability: Licensed Design Professional's commercial general liability insurance policy shall cover both bodily injury (including death) and personal and advertising injury, property damage, and products and completed operations liability in an amount not less than \$1,000,000 per occurrence and \$2,000,000 general aggregate.

Worker's Compensation: As required by the State of California, with Statutory Limits, and Employer's Liability insurance with a limit of no less than \$1,000,000 per accident for bodily injury or disease. Self-employed Professionals may sign a Worker's Compensation Acknowledgment form in lieu of the policy.

Professional Liability (Errors and Omissions): Licensed Design Professional shall maintain errors and omissions professional liability insurance in the minimum amount of \$2,000,000 to protect the City and Program from claims resulting from the Professional's activities or services. Insurance must be maintained for at least five (5) years after the completion of the contract work.

If the Design Professional maintains broader coverage and/or higher limits than the minimums shown above, the City will require and shall be entitled to the broader coverage and/or the higher limits maintained by the Design Professional. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City for any claims or losses arising from the Design Professionals' work therein.

Other insurance provisions:

Additional Insured Status: The City of Riverside, and its officers, employees and agents shall be added as additional insureds with respect to liability arising out of work or operations performed by Licensed Design Professional.

Ratings: Certificates of Liability Insurance shall be issued by an insurer authorized to conduct business in the State of California with a current A.M. Best rating of A or higher and a Financial Class of VII or larger.

Notice of Cancellation: The policies shall not be canceled unless thirty (30) days' prior written notification of intended cancellation has been given to City by certified or registered mail.

Professional of Record Statement

For each project, the Self-Certified Professional is required to submit a Professional of Record Statement to the Department, on a form prepared by the Department, in which the Self-Certified Professional shall be required to certify to the city and to the person hiring or otherwise retaining the Self-Certified Professional for such project that:

- a. The Self-Certified Professional has been a professional registered engineer or architect with at least five years of experience in responsible charge of building design 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 Code; 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 Official 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 the Department and the permit is subject to revocation by the Building Official if necessary or appropriate to protect the public health, safety or welfare; and
- i. If the Department determines that the submitted plans do not conform to the requirements of The Code, the Self-Certified Professional agrees to submit a revision to permit to the Department in a timely manner and to take all remedial measures within such Professional's control to bring the submitted plans and any construction there under into conformity with the requirements of The Code; and
- j. The Self-Certified Professional understands that the failure to submit any required plan revision to the Department 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 the Department and/or the matter is resolved by the Department; 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 Code 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 Board of Professional Engineers or the California Architects Board.

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

Owner/Tenant Statement

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

- a. Authorized the work of all professionals and consultants named in the building permit application and accompanying plans; and

- b. Agrees to take all measures necessary to correct any false or mistaken information 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, upon learning of such information; and
- c. Understands that the Self-certified project is being approved for a building permit subject to audit and/or field inspection by the Department; 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 Code.

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

Indemnification and Hold Harmless Letter

For each project, the Self-Certified Professional and owner(s) are required to submit to the Department, on a form provided by the Department, an Indemnification and Hold Harmless Letter, which shall be signed and dated by the owner responsible for the work identified in the permit application and in which the owner shall agree to the following:

- a. To protect, defend, indemnify and hold harmless the City of Riverside 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 Code, 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 Code, or to such permit.

Nothing in this rule shall be construed to prohibit the Building Official from requiring additional agreements in the Indemnification Letter.

E. Project Submission Procedures

The Self-Certification Program *Process Flowchart* and *Submittal Checklist* is available online at <https://riversideca.gov/cedd/building-safety>.

Once all the applicable pre-approvals from other departments or agencies and documents listed on the *Self-Certification Submittal Checklist* have been obtained, the Self-Certified Professional shall submit plans through the POSSE LMS system. All completed applications,

forms, letters and other documents listed on the *Self-Certification Submittal Checklist*, as applicable or otherwise required by the Department for the project, shall be uploaded with the plans.

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 a Self-Certification Notice with the following language: *"This project has been permitted under the City of Riverside Self-Certification Program. The project is subject to audit and field inspection. If the construction of the project is contrary to or does not meet the standard of the City of Riverside municipal codes, ordinances, the California Building Standards Code, and any other applicable law, the owner, at his/her own expense, shall remove or modify all components that do not conform. Any deviations from the approved plan must be coordinated in advance with the city inspector and revised plans or sketches must be provided by the Self-Certified Professional."*
- d. Contain the following certification statement on 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 City of Riverside municipal codes, ordinances, the California Building Standards Code, and any other applicable law."* Such a certification statement shall be signed by the Self-Certified Professional who prepared the plans and clearly show his/her name.

The Department will review the project to:

- a. Verify that all applicable applications, forms, letters and other documents listed on the Department's relevant *Self-Certification Submittal Checklists*, or otherwise required by the Department, have been submitted and completed in full by the appropriate parties.
- b. Verify that the project is eligible for the Self-Certification Program.
- c. Verify that all necessary pre-approvals have been obtained from other departments or agencies.
- d. Screen plans and documents to ensure complete submittal and necessary items have been provided.

If the Department determines that the plans submitted by the Self-Certified Professional require minor corrections, the Self-Certified Professional will be given the opportunity to make the necessary changes and submit revised/additional sheets and/or documentation.

After a project is accepted for submittal to the Self-Certification Program, the Department will notify the Self-Certified Professional to collect any fees and forms prior to the issuance of the building permit.

F. Auditing Procedures

All self-certified plans are subject to audit by the Department to verify compliance with the requirements of The Code. Audits may be conducted before or after the self-certification permit is issued.

Audit Process

Self-Certification Projects are subject to random audits at a rate of at least 10% of the submitted projects. In addition to the random audits, projects may be audited if:

- a. The project field inspector finds that the plans permitted under the Self-Certification permit program are not in compliance with The Code.
- b. In any given month, a Self-Certified Professional has had four or more projects accepted for Self-Certification by the department and none of those projects has been audited by the department.
- c. Within the preceding 12 months, no project submitted by a Self-Certified Professional has been audited by the department.
- d. A Self-Certified Professional has failed any audit within three years.

When code violations are identified during the audit, the owner and applicant will be notified in writing via email. The notification will direct the Self-Certified Professional to address all code violations found in the audit. If an audit is conducted after the permit has been issued, inspections may be suspended until the corrected plan is made available at the construction site.

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 architect or engineer has the right to request a meeting to review the matter with the Building Official.

Review Criteria

Each self-certified project selected for an audit will be audited for compliance with The Code. The auditor for each discipline will complete the review in accordance with the scoring system described below.

Scoring (Evaluation) System

1. For each plan review discipline, group all building code violations by category to eliminate repetitive comments addressing the same issue.
2. For each plan review discipline, assign a point value of "1" to each group of categorized plan review corrections.
3. For each plan review discipline:
 - a. Tally the points assigned to each group of categorized plan review corrections to determine the numeric auditing grade for that discipline.
 - b. If the total sum exceeds the cap based on the table below, limit the total to the capped value.
4. After determining the total sum for each discipline, add all final sums to calculate the audited project's final cumulative auditing grade.
5. If the final cumulative audit grade is fifteen (15) points or more, such project shall be deemed to have failed the audit.

Plan Review Discipline	Applicable Cap on Points
Architectural	No limit on points
Structural	No limit on points
Electrical	8
Energy	3
Accessibility	3
Plumbing	5
Mechanical	5

Notification to Self-Certified Professional

The Department shall notify the Self-Certified Professional in writing of the results of any audit conducted under these rules.

1. Notify the Self-Certified Professional and Owner in writing; and
2. State, for each plan review discipline auditing the project, the applicable final numeric audit grade for such discipline and whether the audit has passed or failed.
3. Provide an explanation of the Self-Certified Professional's appeal options.
4. State that if an appeal application is not submitted on time, the Self-Certified Professional will be deemed to have waived the right to dispute the audit results.
5. Notify the Self-Certified Professional that all violations must be corrected by following the directions for follow-up contained in the notification.
6. State the date by which the corrections must be resolved.

7. Notify the Self-Certified Professional that if the corrections identified in the correction comments have not been corrected or resolved by the date indicated on the notification, the Building Official may, without further notice, suspend the Self-Certified Professional's Self Certification privileges until such time that such violations are corrected or resolved.
8. Notify the Self-Certified Professional that if it is determined that the building code and/or city ordinance violation(s) identified in the plan review comments pose a threat to the public health, safety or welfare, the permit may be revoked.

Appeal Process

If the Self-Certified Professional of an audited project disputes the results of the audit or disputes the accuracy or applicability of any correction, the Self-Certified Professional of record has the right to contact the auditor to discuss and/or:

1. Plan Review Meeting: Request an informal meeting within seven (7) calendar days from audit completion/decision to review the matter with the auditor and/or auditor(s). The Self-Certified Professional will indicate in writing which comments (s)he is appealing and provide justification at least three business days prior to the meeting.
2. Administrative Review: If the Self-Certified Professional disputes the results of the auditor(s), request an administrative review from the Building Official within three (3) business days from Plan Review Meeting completion and decision. Fees may be charged based on the time spent reviewing the request and conducting any in-person meetings.

The Building Official shall maintain a policy for the appeals process in accordance with the California Building Standards Code and Riverside Municipal Code.

G. Revisions

Voluntary Field Changes and Revisions

The Self-Certified Professional must document and inform the Building Inspector of any proposed field changes or revisions. The inspector will determine if the proposed changes are minor and can be processed in the field or require revised plans.

If the changes require revised plans, the revisions must be processed through the POSSE LMS online portal for record keeping. Changes or revisions which add to the scope of work included in the original plan submittal shall be treated as new work requiring a supplemental permit.

Mandatory Field Changes and Revisions

During inspections, if code violations, omissions, or discrepancies are identified in the work or approved plans, the inspector shall issue a written notice to the Self-Certified Professional and notify the Building Official. Work in the affected area shall cease immediately until the following corrective actions are completed.

1. Revised Documents: A corrected plan set, signed and stamped by the Self-Certified Professional and/or responsible license design professional, must be submitted via POSSE LMS online portal for review and approval.
2. Reconstruction/Demolition as Necessary: Any work inconsistent with the California Building Standards Code or approved plans must be removed, demolished, and rebuilt to ensure compliance. This may include uncovering concealed work for inspection. All associated costs, delays, and reinspection fees are the responsibility of the Self-Certified Professional and/or owner.
3. Enforcement & Occupancy: If the work remains noncompliant, the Building Official may issue a Stop Work Order and/or revoke the permit. No Certificate of Occupancy will be granted until all violations are rectified, inspections are satisfactorily completed, and revisions are approved.

H. Deferred Submittals

The self-certified professional shall clearly indicate on the cover sheet all items to be deferred. Each deferred submittal must bear the shop drawing stamp of the professional engineer and architect of record and be processed through the POSSE LMS online portal for record keeping.

I. Suspension and Revocation of Self-Certification Privileges

As described in Section F, failure of the Self-Certified Professional to submit required corrections identified in any audit by the specified date shall result in revocation of the Self-Certified Professional's privileges. Privileges shall also be revoked by the Building Official 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 Code.

In such cases, the Building Official shall revoke their privileges for a period of one year.

A Self-Certified Professional's self-certification privileges shall be permanently revoked by the Department, 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 Official 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 an immediate threat to public health, safety or welfare.