

ORDINANCE NO.

AN ORDINANCE OF THE CITY OF RIVERSIDE, CALIFORNIA, AMENDING  
TITLE 16 OF THE RIVERSIDE MUNICIPAL CODE BY ADDING SECTIONS  
16.04.430, 16.06.050, 16.08.100 AND 16.14.030 REGARDING THE PLAN CHECK  
SELF-CERTIFICATION PROGRAM.

The City Council of the City of Riverside, California, does ordain as follows:

Section 1: Section 16.04.430 of the Riverside Municipal Code entitled “Plan Check Self-Certification Program” is added as shown on Exhibit “A” attached hereto and incorporated herein.

Section 2: Section 16.06.050 of the Riverside Municipal Code is added as follows:  
“Section 16.06.050 Section R106.6 added – Plan Check Self-Certification Program.

Section R106.6 of the Residential Code is hereby added to read as follows:

Section R106.6 Plan Check Self-Certification Program. The Plan Check Self-Certification  
Program of Section 16.04.430 of this Code shall apply to permits under this Chapter 16.06.”

Section 3: Section 16.08.100 of the Riverside Municipal Code is added as follows:  
“Section 16.08.100 Section 107.6 added – Plan Check Self-Certification Program.

Section 107.6 of the Building Code is hereby added to read as follows:

Section 107.6 Plan Check Self-Certification Program. The Plan Check Self-Certification  
Program of Section 16.04.430 of this Code shall apply to permits under this Chapter 16.08.”

Section 4: Section 16.14.030 of the Riverside Municipal Code is added as follows:  
“Section 16.14.030 Section 106.7 added – Plan Check Self-Certification Program.

Section 106.7 of the Existing Building Code is hereby added to read as follows:

Section 106.7 Plan Check Self-Certification Program. The Plan Check Self-Certification  
Program of Section 16.04.430 of this Code shall apply to permits under this Chapter 16.14.”

Section 5: The City Clerk shall certify to the adoption of this Ordinance and cause publication  
once in a newspaper of general circulation in accordance with Section 414 of the Charter of the City  
of Riverside. This Ordinance shall become effective on the 30th day after the date of its adoption.

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

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\_\_\_\_\_  
PATRICIA LOCK DAWSON  
Mayor of the City of Riverside

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5 Attest:

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\_\_\_\_\_  
DONESIA GAUSE  
City Clerk of the City of Riverside

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Dis] 10 I, Donesia Gause, City Clerk of the City of Riverside, California, hereby certify that the  
11 foregoing ordinance was duly and regularly introduced at a meeting of the City Council on the \_\_\_\_  
12 day of \_\_\_\_\_, 2025, and that thereafter the said ordinance was duly and regularly adopted  
Dis] 13 at a meeting of the City Council on the \_\_\_\_ day of \_\_\_\_\_, 2025, by the following vote,  
14 to wit:

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Ayes:

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Noes:

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Absent:

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Abstain:

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

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\_\_\_\_\_  
DONESIA GAUSE  
City Clerk of the City of Riverside

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## **EXHIBIT “A”**

### **CITY OF RIVERSIDE**

#### Section 107.6 Building Plan Check Self-Certification Program.

1. Purpose. To expediate building permit approvals by allowing pre-approved Licensed Design Professionals to voluntarily self-certify building plans.

2. Definitions. Unless the contrary is stated or clearly appears from the context, the following definitions will govern the construction of the words and phrases used in this section:

- (a) “*Self-certification*,” “*self-certify*,” or “*self-certified*” means the submission to the Building Official (i) is made by a Licensed Design Professional identified in the building permit application, (ii) accompanies plans and any prerequisite supporting documents filed with the Building & Safety Division by that Licensed Design Professional, and (iii) that Licensed Design Professional attests such plans (1) do not contain any false information, (2) are in compliance with requirements of the applicable State and City of Riverside laws, codes, and regulations and (3) were prepared by or under the direct supervision of, and signed and stamped by, that Licensed Design Professional.
- (b) “*Licensed Design Professional*” means the California Licensed Architect or Engineer, as applicable, identified as such on the building permit application and accompanying plans.
- (c) “*Approved Professional*” means a Licensed Design Professional who registers for the Program and is approved by the Building Official that appears on the City’s Self-Certification Program Approved Professional List.
- (d) “*Submittal Package*” means all prerequisite applications, insurance documents, construction plans and their supporting documents, and any other documents deemed necessary by the Building Official.

3. Eligible Participants. The Building Official shall establish a policy that outlines the criteria needed to be accepted into the Program. Licensed Design Professionals must apply

and be accepted into the Program by the Building Official as an Approved Professional. To be eligible to participate in the Self-Certification Program, the Licensed Design Professional must be registered in the State of California and be in good standing as a Licensed Design Professional, with at least five years of experience. The Building Official shall establish and maintain for public use, a Self-Certification Program Approved Professionals List identifying all Licensed Design Professionals that have been designated as Approved Professionals accepted into the Self-Certification Program.

4.      Eligible Projects. The Building Official shall establish a list of eligible project types that qualify for the Self-Certification Program.

5.      Insurance Requirements. For a project to be accepted for Self-Certification, the Licensed Design Professional and/or property owner(s) is required to maintain insurance at coverages, limits, and with conditions thereon determined necessary and appropriate by the City's Risk Manager.

6.      Prescreening Process. The Approved Professional who intends on filing a permit application in accordance with the Program shall meet with the Building Official, or designee, to review the proposed project in its entirety and ensure the submittal package qualifies for the Program and is complete.

7.      Indemnify and Hold Harmless. The Approved Professional and property owner(s) shall 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.

8.      Submittal Requirements. A Self-Certification Program Application form must be completed in its entirety and submitted for each project by the Approved Professional and the

property owner. The Self-Certification program will be all inclusive, all trade work associated with the design that requires permits for the project must be Self-Certified. This Program excludes any related construction work requiring separate permits or approvals from other Divisions/Departments of the City, or outside agencies. Each page of the plans submitted must be wet stamped and signed by a Licensed Design Professional for each applicable trade in accordance with the California Business and Professions Code.

9. Other Approvals. The Self-Certification Program Application must include documentation demonstrating final approvals of any applicable City Divisions/Departments, such as but not limited to: Planning, Fire Prevention before permit issuance. The Self-Certification Program Application must also include documentation of the appropriate approvals of any applicable “outside” agency. Those outside agencies include, without limitation, the following: Riverside County Health Department or Environmental Health Department, school districts, and Air Quality Management Districts.

10. Fees: All fees set forth in the City’s Master Fees and Charges Schedule apply.

11. Permit Issuance. Applications that have met all the criteria of this voluntary Self-Certification program and its established policies and procedures will be issued a building permit within five business days from the date of the approved completeness check and submission of plans accepted by the Building & Safety Division.

12. Inspection Protocol. All code-required State of California and City of Riverside inspections are required.

13. Audits. The Building Official shall develop an auditing policy for the Program. All Self-Certified plans are subject to random auditing by the Building Official, or designee, to determine whether plans comply with the applicable State of California and City of Riverside laws, ordinances, codes, rules, and regulations. A failure to comply with the auditing policy, or other policies and procedures established for the Self-Certification Program by the Building Official is grounds for revocation of the Approved Licensed Design Professional designation and exclusion from the Self-Certification Program, among other remedies permitted by law.