



Building Plan Check Self-Certification Program

Community & Economic Development Department

October 21, 2025

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PURPOSE

Economic Opportunity: Deliver programs that accelerate the permit process in a predictable, transparent manner

Emergency Response: Implement tools and resources that expedite the disaster recovery process



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OBJECTIVES

- Educate and Inform Council
- Review Program Guidelines and Process
- Discuss Programs "Phased Approach"
- Discuss Residential/Commercial Project Types
- Consideration Items (Pros and Cons)
- Discuss steps to Program Implementation

BUILDING PLAN CHECK SELF-CERTIFICATION PILOT PROGRAM

- Opportunity to streamline and enhance the permitting process for qualifying projects
- Licensed architects and engineers in California may certify plans for code compliance
- Applicants bypass standard review, shortening time from submittal to issuance

NATIONWIDE ADOPTION

- Programs developed to expedite plan reviews while still ensuring public safety



PROGRAM BENEFITS

- Improves customer service and shortens permit approval times
- Helps resolve permitting backlogs and promote economic growth
- Maintains safety through inspections and auditing



EMERGENCY RESPONSE

- When activated, will expedite permitting for reconstruction after disasters



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WHAT IS SELF-CERTIFICATION?



Licensed Architects

Licensed Engineers

Approved Licensed Design Professionals certify plans comply with adopted codes and bypass the building plan check process - expediting permitting review and approvals



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SELF-CERTIFICATION HISTORY



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PROGRAM ACCEPTANCE & ELIGIBILITY

Program Acceptance:

CA Licensed architects and engineers with five years of experience may apply. Upon approval by the Building Official, they can submit eligible projects.

Eligible Project Types:

Staff will verify eligibility during pre-screening and identify required approvals which must be obtained before permit issuance.



City staff will verify Self-Certification eligibility during pre-screening

And identify any required departmental approvals, which must be obtained before permit issuance.

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INSURANCE & INDEMNIFICATION

Self-Certified Professionals must:

1. Provide professional liability and Errors and Omission's insurance; and
2. Submit Indemnification Letter holding the City harmless for project-related claims or non-compliance.



INDEMNIFICATION REQUIRED
INSURANCE REQUIRED

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ELIGIBLE PROJECTS

PROJECT TYPES

Residential



Residential Interior Remodels
Residential 1 Story Room Additions < 500 SF
Residential Detached Accessory Structures < 1200 SF
Residential Patio Covers and Carports < 1200 SF
Residential Detached Garages < 1200 SF
Rebuild of Single-Family Homes Impacted by a Natural Disaster



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ELIGIBLE PROJECTS

PROJECT TYPES

Commercial



Commercial Tenant Improvements < 5,000 SF
 Commercial Patio Covers/Shade Structures < 1,500SF
 Commercial Accessory Structures < 1,500 SF
 Rooftop Solar PV Carports and PV Systems
 Site Improvements



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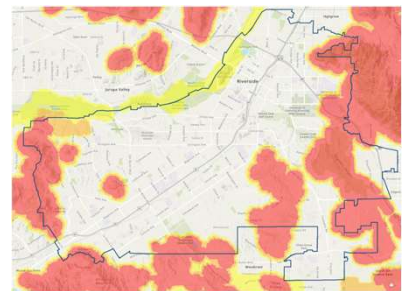
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KEY EXCLUSIONS

Projects that include any of the following:

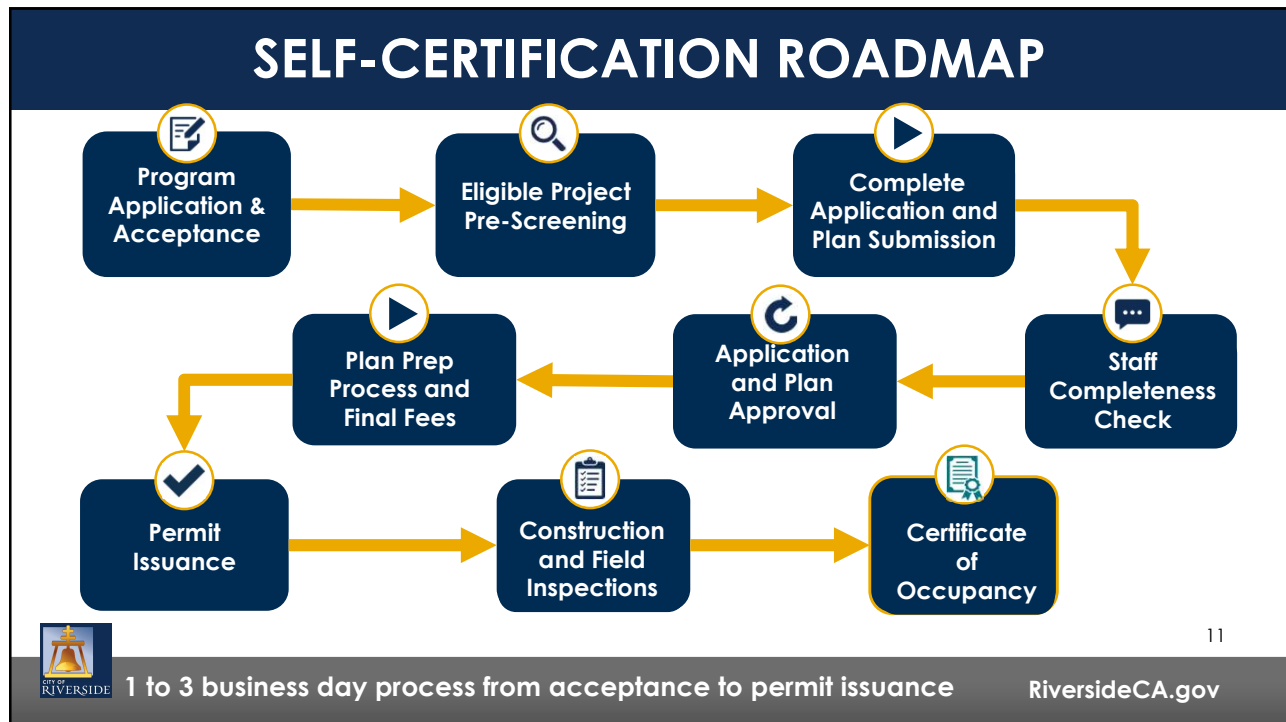
- Historic Preservation
- Environmental Review
- Very High and High Fire Severity Zones
- High Hazardous Uses
- New Buildings



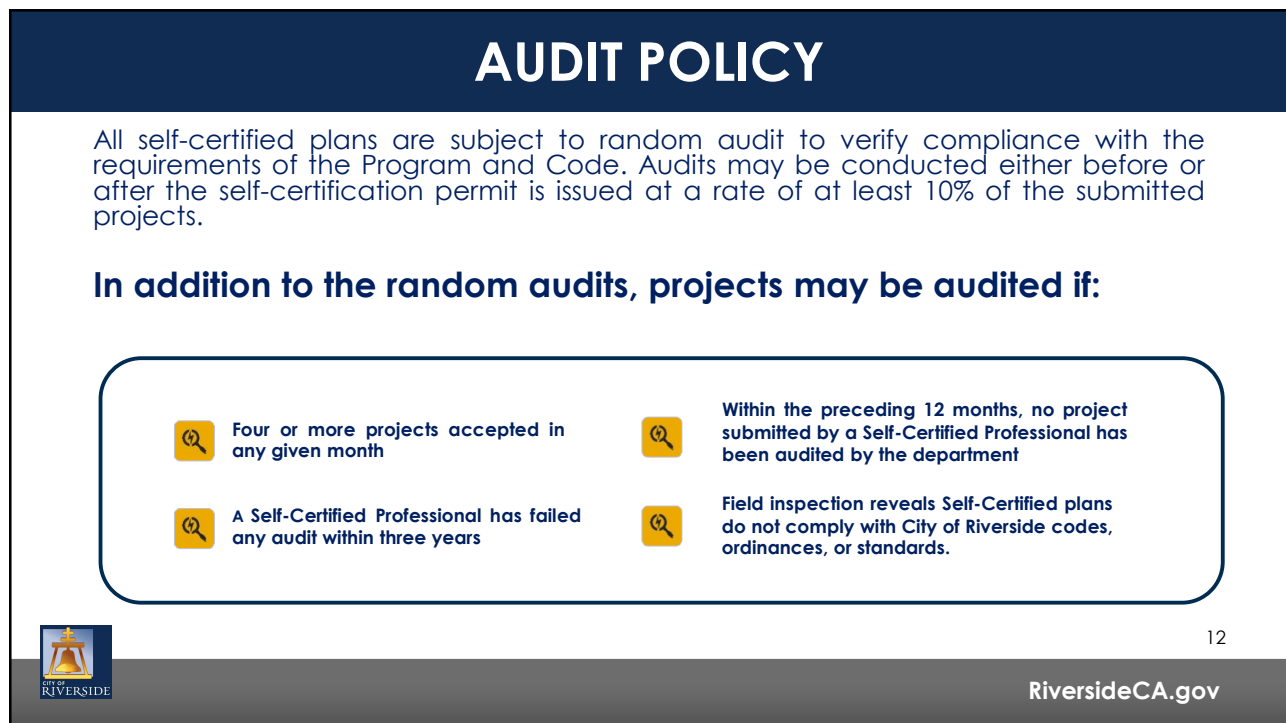
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CONSIDERATIONS

PROS			CONS
Rapid Permit Issuance	✓	✗	Code Compliance and Safety
Shorter Project Timelines	✓	✗	Increased Construction Costs and Delays
Initial Cost Savings	✓	✗	Inspector Responsibility & Workload
Economic Advantage for the City	✓	✗	Revenue Impacts and Program Management

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PROGRAM IMPACTS

Fees and Cost Recovery Considerations

- **Project Application Fee - \$300.00**
right size fees to actual time spent on program
- **Program Application Fees - \$2,500.00**
fee for registration, entry and maintenance of Program
- **Program Renewal Fee - \$700.00**
confirm professional qualifications and track approval status





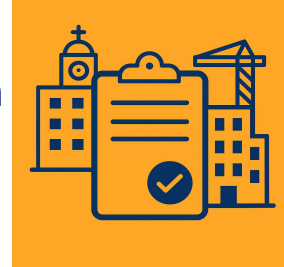
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NEXT STEPS

- Implement Program Resolution and Ordinance
- Execute Fee Schedule Update and Resolution
- Execute Program Guidelines and Policy
- Program Supporting Documents
- Software Update to support the Program
- Staff Training and Resources



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RECOMMENDATIONS

That the City Council:

1. Hold a public hearing to Adopt a Resolution amending the Master Fee Schedule - CEDD - Building to implement the Building Plan Check Self-Certification Pilot Program
2. Adopt a resolution amending the City's Fees and Charges Schedule to add three (3) Building Plan Check Self-Certification fees: (1) Design Professional Program Application Fee, (2) Design Professional Program Renewal Fee and (3) Total Project Application Fee
3. Adopt an ordinance establishing a Building Plan Check Self-Certification Pilot Program



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