



320 W. Newmark Ave.,
Monterey Park, CA 91754
(626) 307-1300
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VOLUNTARY SELF-CERTIFICATION PROGRAM GUIDELINES

The information in this handout provides guidelines under which licensed design professionals (as defined below) may voluntarily **Self-Certify** building plans to expedite the issuance of building permits.

➤ **Definitions:**

- **“Self-Certification,” “Self-Certify”, or “Self-Certified”** means submission to the Building Official that (1) is made by a licensed design professional identified in the building permit application; (2) accompanies plans filed with the Building and Safety Division by that licensed design professional; (3) is attested to by the licensed design professional as to veracity of the information provided, and compliance with the applicable state and City of Monterey Park laws, codes, rules and regulations; and (4) is signed and stamped by the licensed design professional.
- **“Licensed Design Professional”** means the California licensed architect or engineer, as applicable, identified as such on the building permit application and accompanying plans.
- **“Building Official”** means the Building Official of the City of Monterey Park or his/her designee.

- **Eligible Participants:** In order to participate in the Program, applicants must be registered and in good standing as a licensed design professional with the State of California.
- **Insurance Requirements:** For a project to be accepted for Self-Certification, the licensed design professional is 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.
- **Optional Prescreening Process:** The licensed design professional, who intends on filing an application with a Self-Certification, may meet with appropriate City staff for a courtesy prescreening of the proposed project to ensure the submittal is complete.
- **Submittal Requirements:** In order to participate in the program, the licensed design professional who intends on filing an application with a Self-Certification must submit an application to the Building Official. Self-Certified plans must contain all the information listed in the corresponding City of Monterey Park handout regarding building design criteria. A Self-Certification form and a “hold harmless” letter must be completed in their entirety and submitted for each project by the design team and the property owner. The Self-Certification program will be all inclusive such that any construction trade work for the project that requires a permit will also be Self-Certified. Each page of the plans submitted, must be wet-stamped and signed by a licensed design professional for each applicable trade.
- **Non-Building Division Approvals:** Before a permit will be issued, the licensed design professional who intends on filing an application with a Self-Certification, must provide documentation to the Building Official demonstrating final approvals of any applicable City Divisions/Departments, such as Planning, Public Works, and Engineering. That licensed design professional must also provide to the Building Official any appropriate approvals for applicable “outside” agencies regarding the project; “outside” agencies including, without limitation, the Los Angeles County Health Department, school districts, Air Quality Management District, and Los Angeles County Sanitation District.

- **Permit Issuance:** Applications that have met all the criteria of this voluntary Self-Certification program will be issued a building permit the same day of completed and approved application submittal. If a contractor is obtaining the permit, the contractor must be in good standing with the State of California. A valid City of Monterey Park business license is required for any contractor or sub-contractor associated with the permit.
- **Fees:** All fees set forth in the City's **Comprehensive Fee Schedule (Resolution No. 12-61)**, and its successors) will apply.
- **Inspection Protocol:** All code-required State of California or City of Monterey Park inspections are required.
- **Audits:** All Self-Certified plans are subject to auditing by the Building Official to determine whether plans are in compliance with the applicable state and City of Monterey Park laws, codes, rules, and regulations. If plans are found to be in non-compliance, then the licensed design professional who intends on filing an application with a Self-Certification will ensure compliance. If compliance is not obtained within a reasonable amount of time, then the Building Official may report the non-compliance items to the appropriate licensing board with the State of California. The Building Official may also require inspection of the construction by the design professionals or others at any phase, for any duration. This is in order to ensure code compliance and verification actual work is in compliance with permitted construction drawings.

Planning Division Release Authorized Signature: _____

Public Works Department Release Authorized Signature: _____

**SELF-CERTIFICATION PROGRAM
DISCLOSURE & ACCEPTANCE FORM**

Professional of Record: _____

Project Address: _____

Project Description: _____

I certify the information contained below is true and correct:

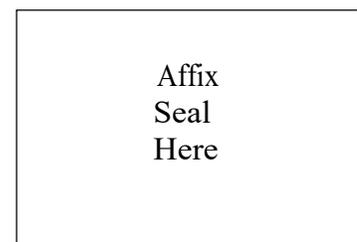
- The assertions made on the Permit Application are true and correct.
- I have obtained approval from all impacted agencies (Fire, AQMD, Health, Sanitation District)
- I have obtained approval from the City of Monterey Park's Public Works Department. Yes No
- I have obtained approval from the City of Monterey Park's Planning Division. 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 Monterey Park, 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 Monterey Park 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 Monterey Park and the State of California as directed by the City of Monterey Park's Building Official.
- If I become aware of any false or inaccurate statements or design made in any document provided to City of Monterey Park, 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: _____



HOLD HARMLESS LETTER SAMPLE

This letter must be printed on property owner's letterhead.

DATE: _____

City of Monterey Park
Building & Safety Division
320 W. Newmark Avenue
Monterey Park, CA 91754
Attention: Building Official

Subject: **Project Name & Address Self-Certification**

Dear Building Official:

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 Monterey Park and its 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 Monterey Park.

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 Monterey Park 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