



COCHISE COUNTY COMMUNITY DEVELOPMENT

"Public Programs...Personal Service"

Professional Registrant Self-Certification of Construction Documents

Purpose:

The purpose of this document is to provide criteria for Professional Registrants in responsible charge to self-certify the building code plan review portion of certain permitting reviews. This program does not include planning or zoning review.

Persons Affected:

Permitting staff, inspection staff and qualifying Professional Registrants in responsible charge (Section 106.3.4, 2003 IBC).

Administrative Policy:

Program Scope:

This program includes:

1. Residential structures
2. Commercial buildings and structures (e.g., tanks, antenna).

Qualifying requirements:

In order to qualify for this program the Professional Registrant in responsible charge shall be registered in the State of Arizona

Responsibilities:

Professional Registrants in responsible charge selecting to self-certify the building code plan review portion of their project assume the liability as it relates to plan review for Building Code compliance. Detailed code consulting regarding components of the project will be provided on a limited basis.

Procedures:

Eligibility approval:

To be eligible for this program the Registrant shall be licensed with the Arizona State Board of Technical Registration. The Registrant shall also have performed work within Cochise County and be familiar with the permitting, plan review and inspection

processes. Furthermore, the Registrant shall be competent in his/her discipline and take responsibility for work performed by other Registrants included in any plan set.

The Registrant shall apply in writing to the Cochise County Building Official requesting approval for the self certification program. This letter shall contain information regarding previous work performed within the County, the disciplines the Registrant will perform and a list of sub-contract Registrants the Applicant typically employs.

The Building Official shall maintain a current list of eligible Registrants.

Registrants may be removed from the program when the Building Official determines the work being performed results in life safety violations. Registrants may appeal the decision of the Building Official to the Board of Appeals.

Self certification submittal:

A self-certification letter shall be completed for each project in which a building code plan review waiver is sought. The letter shall be stamped with the registrant's seal and list both the Building Codes that are being used and each sub-contracting Registrant. In addition, this letter shall declare if oversight is being performed by the Applicant and if any additional performance of the General Contractor is required for any particular project. The letter shall also hold the County harmless for any consequence of the process of self certification.

The program is all inclusive and shall not allow for partial waiver of reviews for any trade or discipline.

Owners release form:

An Owner's release form shall be submitted with each application for self-certification indicating that the owner understands the self- certification program and accepts the Registrant's liability.

Routing of plans and processing of application:

When applying for a permit, the Applicant shall provide the self-certification letter to permit technicians. The permit technicians shall attach these documents to the application and enter a notice stating: "building self-certification plan review" into the permitting system.

Applied permits for qualifying projects shall be routed through the normal process to the Building Safety Division. Upon receipt, Building Safety review staff shall process the application on a walk-through basis, if possible, but in a period not to exceed 5-working days as follows:

1. Verify that the application package meets posted submittal criteria;

2. Enter a workflow comment in the permitting system indicating that construction plan code compliance is being self-certified and that the project is exempt from plan review;
3. Assess building fees as per the fee schedule without the plan review fee;
4. Date Stamp all plan drawings and indicate that construction plan code compliance is being self-certified by the Registrant.

Fees: There will be no fee to participate in this program. Building permit fees will be limited to inspection fees and other non-code required fees.

Field code compliance conflicts:

Building inspectors shall inspect construction as per normal inspection procedures to ensure conformance with the plans, building code requirements, and letter of self-certification. Any deficiencies shall be corrected in the field and the Professional Registrant in responsible charge shall submit as-built drawings reflecting those changes to the Building Safety Division.

If the building is being constructed using the Licensed Contractor Building Code Self-Certification Program then the Owner may request a courtesy inspection to be performed by the County Building Inspectors to determine if the construction is in conformance with the building code and approved plans. Two additional inspections may be requested with a fee of \$50 per inspection. If more than two inspections are required then the Owner must pay the fees normally associated with a permit of this type when issued with inspections, which may be prorated by the Building Official, and County Building Inspectors will conduct all remaining required inspections.

If the Professional Registrant does not agree with a code requirement imposed by an inspector the differing opinion may be appealed to the Building Official. Further appeals may be made to the Building Code Board of Appeals.

Certificate of Occupancy:

The Certificate of Occupancy will note that the plans were not reviewed by County plans examiners but were certified by the Registrant.