



NOTICE

Planning and Development Review

CITY OF SAN DIEGO ♦ 1222 FIRST AVENUE, M.S. 501, SAN DIEGO, CALIFORNIA 92101

DATE: June 12, 2001

TO: Distribution

FROM: Mohammad Sammak, Deputy City Engineer - Land Development Review Division

SUBJECT: Self Certification for Engineering Permits - Follow up Meeting

Attached is a copy of the Self Certification Program which was revised from the original format based on the feedback received from the industry in our follow up meeting of May 23, 2001. If you have any questions about this program, please feel free to call Julius Ocen-Ododge at (619) 446-5295.

A handwritten signature in black ink, appearing to read "M. Sammak".

Mohammad Sammak
Deputy City Engineer

Attachment: Self Certification for Engineering Permits

SELF CERTIFICATION FOR ENGINEERING PERMITS

This program would allow applicants to choose an abbreviated approval process in connection with issuance of construction permits for certain types of projects.

This program is expected to reduce the number of full project submittals for engineering permits and have a positive impact on average review times for projects. The City will evaluate this program in approximately six months to make appropriate adjustments to ensure the success of the program.

SECTION I: CONDITIONS

1. The applicant may choose the self certification process (if eligible) or the full submittal plan review process.
2. A Registered Civil Engineer retained by the applicant and the owner/applicant each must sign a statement for self certification acknowledging that they will abide by City, State and Federal regulations, applicable standards and specified obligations.
3. All permits issued to self certified projects will be bonded and inspected. Corrections and modifications may be required by the field engineering staff. Any requested modifications shall be processed through normal construction change procedures unless otherwise authorized by the field engineering staff.
4. Approved self certified projects are valid for one year (the project must be constructed, accepted and As-Built) from the date project is permitted.
5. If a self certified project is found to be inconsistent with applicable standards, the project will have to go through full submittal plan review process.
6. Projects must be categorically exempt from CEQA pursuant to the State CEQA Guidelines, Article 19 Categorical Exemptions. The application for exemption, the exemption fee and Notice of Exemption will be processed through the project Management Division. The Land Development Review (LDR) and Permit Numbers will be referenced in the Exemption clearance.
7. The engineer of work will be responsible for preparing the as-built plans. If the engineer of work is changed during construction, it is the permittee's responsibility to retain a new engineer of work who will:
 - a. Agree in writing to accept the responsibility of design
 - b. Observe the construction activities.

- c. Prepare the as-built plans.
8. The engineer of work shall keep in full force and effect, errors and omissions insurance providing coverage for professional liability with a combined single limit of Five Hundred Thousand Dollars (\$500,000) and One Million Dollars (\$1,000,000) annual aggregate. The engineer shall ensure both that (1) this policy retroactive date is on or before the date of commencement of the project; and (2) this policy has a reporting period of three years after the date of completion or termination of this project. The engineer agrees that for the time period defined above, there will be no changes or endorsements to the policy that increases the City's exposure to loss.

SECTION II: ELIGIBLE PROJECTS

The following proposed construction activities are eligible for the self certification process. The proposed design must comply with all City of San Diego's standards and specifications. All projects requiring design deviations must be approved through the full submittal plan review process. All construction permits on self certified plans must be secured by an approved bond.

Projects that meet all of the following criteria are eligible for the self certification process:

1. Geology

- a. Projects in geologic hazard zones 51, 52 or 55 as shown on the City's Seismic Safety Study Geologic Hazard Maps.
- b. Projects proposing cut or fill slopes less than 10 feet in vertical height with a slope gradient of 1.5:1 or flatter.
- c. Projects proposing fills less than 10 feet deep.
- d. Projects that do not propose retaining structures adjacent to or within the public right-of-way or easements.
- e. Projects that do not propose tie-backs within the public right-of-way or easements.

2. Traffic Plan Review

- a. Any construction within the public right-of-way of streets with less than 5,000 ADT (please note that a separate traffic control permit will be required prior to the commencement of construction work).
- b. Projects only requiring traffic control for excavation of construction sites.
- c. Projects only requiring placement of covered pedestrian walkway within the sidewalk area (except in business districts).

3. Water

- a. Projects proposing water services for four or less residential/commercial units with two or less fire hydrants when there is an existing water main in the street.

4. Waste Water (Sewer)

- a. Projects proposing addition of a manhole on an existing sewer line of 15 inches or less.
- b. Projects proposing sewer laterals to existing mains for single-family residences per City standards.
- c. Projects which do not propose any grading within existing sewer easements.

5. Drainage and Grade

- a. Total construction cost (bond estimate) is less than \$100,000.
- b. All grading is outside the flood plane zone and resource protection areas.
- c. The grading will not result in any drainage diversion
- d. Project must not have an Encroachment Removal Agreement except for sidewalk underdrains.

SECTION 3: CERTIFICATION

The following certification must appear on the title sheet of all plans proposed to be processed under the self certification guidelines. This certification is in addition to all other standard notes currently in use. All certifications must be signed by the appropriate parties.

A. ENGINEER'S CERTIFICATION AND DECLARATION OF RESPONSIBLE CHARGE:

- 1. I hereby declare that I am the Engineer of Work for this project, that I have exercised responsible charge over the design of the project as defined in Section 6703 of the Business and Professional Code and that the design is consistent with current standards.
- 2. All construction work shall be performed by a licensed contractor under the observation of the undersigned Civil Engineer. All construction work will be performed in accordance with applicable standards, specifications and recommendations set forth on these plans.

3. At the completion of the construction work, the undersigned will prepare an As-Built set of plans to the satisfaction of the City Engineer.
4. I understand that if the Engineer of Work is changed, the work shall be stopped until the replacement Engineer has agreed in writing to accept the responsibility of design, observation of construction and preparation of As-Built plans upon completion of the construction work. I will notify the City Engineer in writing of such change.
5. I understand that while the project is under construction, the City Engineer may require changes in design of the project if it is determined that the proposed design can create a public health and safety problems.
6. I certify (as term is currently defined in the Business & Professional Code Sections 6735.5 and 8770.6) that I have performed a reasonable research to locate existing underground utilities and all recorded easements. All such information is shown on these plans.
7. The engineer of work shall keep in full force and effect, errors and omissions insurance providing coverage for professional liability with a combined single limit of Five Hundred Thousand Dollars (\$500,000) and One Million Dollars (\$1,000,000) annual aggregate. The engineer shall ensure both that (1) this policy retroactive date is on or before the date of commencement of the project; and (2) this policy has a reporting period of three years after the date of completion or termination of this project. The engineer agrees that for the time period defined above, there will be no changes or endorsements to the policy that increases the City's exposure to loss.
8. I understand that approval of these plans by the City Engineer is limited to a review of self certification guidelines only and does not relieve me as Engineer of Work of my responsibilities for the project design.

Engineer of Work:

Name of the Company

Address:

Telephone No.

Name of the Engineer:

Registration Number and Expiration Date

Signature

Date

REGISTRATION SEAL

B. APPLICANT'S/OWNER'S (CHOOSE ONE) CERTIFICATION AND DECLARATION OF RESPONSIBILITY:

1. I hereby declare that I am the applicant/owner (choose one) of this construction project, that I am responsible for this project and I agree that all construction work shall be performed by a licensed contractor under the observation of the Civil Engineer of work. All construction work will be performed in accordance with applicable standards, specifications and recommendations set forth on these plans.
2. I understand that while the project is under construction, the City Engineer may require changes in design of the project if it is determined that the proposed design can create a public health and safety problems.
3. I agree to indemnify and hold harmless the City, its officers, agents and employees from and against any and all claims, costs, suits, and damages, including attorneys fees arising from the negligent acts, errors, or omissions of the engineer or the contractor of work associated with this project.
4. I understand that, if the Engineer of Work is changed, the work will be stopped until I retain a new Engineer and the Engineer has agreed in writing to accept the responsibility of design, observation of construction and preparation of As-Built plans upon completion of the construction work. It is my obligation as the applicant/owner (choose one) to notify the City Engineer in writing of such change.

Owner/Applicant:

Name

Address

Telephone No.