



COCHISE COUNTY

# COMMUNITY DEVELOPMENT

"Public Programs...Personal Service"

**TO:** Board of Supervisors  
**THROUGH:** Michael Ortega, County Administrator  
**FROM:** Beverly Wilson, Deputy Director Planning Division  
**SUBJECT:** Docket R-13-06 (Registrant Self-Certification Policy)  
**DATE:** June 13 2013, for the June 25, 2013, Board of Supervisors Meeting

## I. NATURE OF REQUEST

Docket R-13-06 (Registrant Self-Certification Policy): Docket R-13-06 is a recommended change in current policy to offer a voluntary option to allow Registrants to 'self-certify' their construction documents, resulting in a waiver of plan review fees.

## II: PLANNING AND ZONING COMMISSION

At their regularly scheduled meeting on June 12, 2013, the Commission voted 8 – 0 to forward a recommendation of approval of the proposed formation of the Building Code Advisory and Appeals Board to the Board of Supervisors.

## III: BACKGROUND

The Registrant Self-Certification Policy is intended to offer an option for plan review of the construction documents required to issue a building permit for commercial and residential buildings and structures. This Policy has been developed for Professional Registrants, allowing them to "self-certify" that they have reviewed their construction plans for building code compliance prior to submittal to the County for a permit.

To be eligible for the Registrant Self-Certification program, the Registrant must be licensed with the Arizona State Technical Board of Registration. They shall have performed work within Cochise County, and be familiar with the permitting, plan review, and inspection processes as adopted by Cochise County with the current Building Code, on December 14, 2004. The Registrant shall be competent in their discipline, and will take responsibility for any work performed on their plan set by another Registrant.

The program is outlined to function as follows:

- The Cochise County Self-Certification Policy is voluntary.

- Both Registrant and Property Owner must agree to participate in this Option.
- The Registrant shall apply in writing to the Cochise County Building Official requesting approval to participate in this self-certification program. This letter of application shall include:
  - Information regarding previous work completed within Cochise County.
  - The disciplines that the Registrant shall perform.
  - A list of sub-contract Registrants normally used by the Applicant.
  - The Building Official shall maintain a current listing of eligible Registrants.
  - If submitted work is deemed to contain life safety violations, the Registrant may be removed from the listing by the Building Official.
  - Upon formal notice from the Building Official of removal, a Registrant may appeal this decision to the Board of Supervisors.

The process of submitting Self-Certified plans is as follows:

- A letter shall be submitted by the Registrant for each project proposed to be Self-Certified, requesting a building plan review waiver, at time of plan submittal. It shall contain the following information:
  - A listing of the Building Code being utilized.
  - A listing of all Sub-Registrants, whose work is included in this request.
  - The letter shall declare oversight under control of the Registrant or if that oversight shall be controlled by a General Contractor.
  - The letter shall be stamped with the Registrant's seal, signed, and dated.
  - The letter shall hold the County harmless for any consequence of this process.
- It is intended that any self-certification of plans is all inclusive, and shall not allow for partial waiver of reviews for any trade or discipline.
- An Owner's Release form shall be submitted with each project indicating that the Owner understands and accepts the Registrant's liability. This form shall be provided by the County.
- There shall be no plan review fee collected to participate in this program.

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

At final completion of a building permit issued under this Self-Certification program, a Certificate of Occupancy will be issued, and shall note that the plans were not reviewed by County plans examiners but were certified by the Registrant.

#### **IV: SUMMARY**

The Registrant Self-Certification Policy will offer an option to plan review for Registrants and the public as well as relief from the associated fees. Staff has been directed to create the documentation for this purpose, as attached.

### **III: RECOMMENDATION**

Staff is requesting that the Board of Supervisors approve this policy change and authorize the Chair to sign the Ordinance to reflect this change.