

Memorandum



CITY OF DALLAS

DATE September 13, 2024

TO Honorable Mayor and Members of the City Council

SUBJECT **Self-Certification Program Update**

The Self-Certification Provider (SCP) Plan Review Program was introduced as part of the City Manager's FY23 Priority Goals to address delays in the permitting process and provide property owners and developers with greater control over their projects. By allowing qualified professionals to self-certify compliance with building codes, the program aims to streamline plan reviews, reduce bottlenecks, and maintain the highest safety and compliance standards. Research and preparation for the program were conducted by Matrix Consulting Group, with the final draft presented to the City in June 2023. A key presentation of the program's framework and goals was delivered to the Economic Development Committee (EDC) in September 2023.

Following consultations with stakeholders and the development community, the program was officially launched on February 15, 2024. Since the launch of the program, we have received three applications from consultants interested in becoming Self-Certification Providers. All three consultants have been approved, and we are encouraged by the initial interest. We anticipate further participation as the program continues to expand.

The Planning and Development Department (PDD) is pleased to provide an update on the ongoing improvements to the Self-Certification Provider (SCP) Plan Review Program. These recent enhancements are part of our continuous effort to streamline the plan review process, ensure compliance with both international and local codes, and meet the goals of providing more efficient service to our community. Below is an overview of the updates we've implemented.

1. Code Training Sessions

We have provided training sessions to Self-Certification Providers, covering each discipline's applicable codes. These sessions went over the international codes and the Dallas local code amendments to ensure that submitted plans comply with the appropriate standards.

2. Review of Existing Discipline-Specific Checklists

During the training, we revisited the existing checklists for each discipline. These checklists continue to serve as a guide for providers to ensure compliance in their respective areas.

3. Walk-Through of ProjectDox

We provided a brief overview of our electronic plan review system, ProjectDox, including instructions on how to make project submittals, how to properly label self-certification projects, and basic navigation tips for providers.

4. ProjectDox Tasks

In addition to submittal guidance, we clarified the roles and responsibilities of both applicants and City staff in ProjectDox to ensure a smoother workflow.

5. City Expectations, Goals, and Review Time Frames

Providers were informed of the City's expectations and goals for the program, along with clearly defined time frames for completing plan reviews. These goals are intended to maintain an efficient and predictable process for all parties involved.

6. Self-Certification Resource Document

We created a one-page resource document for Self-Certification Providers, summarizing important program details. This document serves as a quick reference for providers to use throughout the project submission process.

7. Internal Staff Training

To support the implementation of these updates, we are training internal City staff to easily recognize self-certification projects and to route them appropriately to the correct review teams, ensuring a more streamlined internal process.

PDD will continue to monitor the effectiveness of these updates and gather feedback from both staff and program participants to make further improvements as needed. The department's goal is to maintain the highest standards of safety and compliance while reducing bottlenecks in the plan review process. Team members are committed to providing periodic updates on the Self-Certification Program and any future enhancements to improve service delivery.

For any further questions or additional information, please reach out to Emily Liu, Director of Planning and Development at Emily.liu@dallas.gov.



Robin Bentley,
Assistant City Manager (I)

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