Development Services Self-Certification Program Draft Guidelines

July 17, 2023

Andrew Espinoza, Director/Building Official
Development Services
City of Dallas

Background/History

- Development Services tasked with exploring this option
  - Expedite permits
  - Additional review options
  - Agile and flexibility
  - Allow qualifying professionals to engage with the City
  - Allow qualifying projects to be streamlined

Recommendations

- Matrix Consulting Group contracted to research
  - Phoenix, Arizona
  - North Las Vegas, Nevada
  - San Diego County, CA
  - Tulsa, Oklahoma
  - Fort Worth & Arlington, Texas

Recommendations

- Qualifying projects would include:
  - Building, Fire, Mechanical, Plumbing, Electrical plan review
  - New Single-Family (duplex) projects
    - All square footage sizes
  - Minor commercial finish outs
    - Less than 3,000 square feet
    - Business and Mercantile Occupancies
  - Minor commercial remodel projects
    - Less than 5,000 square feet
    - Business and Mercantile Occupancies

NOTE: Zoning/Conservation/Flood plain reviews, inspections, appeals, performed by City staff

Recommendations

- Qualifying project would allow design/code to self-certify minimum code compliance
  - Registered Architects
  - Licensed Professional Engineers
  - Certified ICC Code Professionals
- DSD would process/register Self Certification Provides (SCPs) and publish a list to the development community and post on the DSD website

Recommendations

- Registration of SCPs
  - Statement of Qualifications
    - Experience with review and inspections
    - Professional education
    - Professional certifications
    - Trade licenses
    - Design professional licenses
    - Accreditations

Recommendations

- Registration of SCPs (Non-transferable)
  - Ten (10) day performance goal
  - Certificate of Insurance
  - Indemnification Form
  - Annual Registration Fee ($500.00 for SCP entity and $200.00 for each SCP agent)
  - Point of Contact
    - Designate "Professional-in-Charge"
    - Designate "Technical Point of Contact"

Recommendations

- SCPs and their agents are required to complete DSD sponsored training class
  - Prior to registration
  - Annually
  - Self-Cert processes
  - Common turndowns
  - Code updates
  - Collaboration and feedback sessions
  - Class fee $200.00

Recommendations

- ## SCP Professional of Record Statement
  - Experience Attestation
  - Falsification Attestation
  - Truth and Accuracy Attestation
  - Standard of Care Attestation
  - Corrections and Revisions Attestation
  - City Auditing Attestation
  - Financial Interest Disclosure
  - Records Retention Agreement

Recommendations

- SCP Insurance Requirements
  - General Liability
    - $1,000,000 per occurrence
    - $2,000,000 per aggregate annual limit
  - Auto Liability
    - $1,000,000
  - Professional Liability
    - $1,000,000
  - Workers Compensation

Recommendations

QUESTIONS?