



Self-Certification Program

Intake Process, Customer

Pre-Submittal Requirements

A. Self-Certified Professional

1. Completes appropriate Self-Certification permit application and submittal checklist.
2. Obtains required approvals per applicable Self-Certification submittal checklist and application. Depending on the type of submittal, the following staff approvals may be required prior to submitting plans:
 - a. Final Site Plan
 - b. Updated Tenant List
 - c. Parcel or Tentative/Final Map
 - d. Onsite Civil Plans
 - e. Landscape Plan
 - f. Address Verification
 - g. Zoning Compliance
 - h. Cross Access Agreement
 - i. Off-Site Civil Reviews
3. Verifies that all plan sheets and files are in accordance with Submittal Standard Guidelines.
4. **Each page** of the construction plans **must** have the following:

SELF-CERTIFIED BY: _____
(Insert name of Self-Certified Professional) _____
Date

- Plans were prepared by or under the direct supervision of, or reviewed by the Self-Certified Professional
- Plans are complete.
- The plans are, as of the date of submission, in compliance with City of North Las Vegas building, civil, site, and zoning codes, ordinances, and all other applicable laws.

II. Plan Submittal

A. Self-Certified Professional

Completes web application located at:

The following items shall be provided with the Supporting Documents:

- Self-Certification Submittal Checklist (must be signed and dated)
- Self-Certification Permit Application with staff approvals
- Professional of Record Statement
- Owner/Tenant Certification Statement
- Hold Harmless Letter
- Professional Liability Insurance Certificate
- Energy Code Compliance Certificates (if applicable)
- Structural Peer Review Certificate (if applicable)
- Structural Calculations (if applicable)
- Geotechnical Report (if applicable)
- Project Specifications (if applicable)
- Special Inspection Certificates (if applicable)

B. Administrative Staff

1. Receives incoming plan submittal.
2. Verifies the Self-Certified Professional is on the approved list.
3. Verifies plans and all required documents have been provided.
4. Verifies all required approvals have been obtained.
 - a. If submittal does not meet the minimum requirements of the Self-Certification program, the submittal will be returned to the applicant.

C. Self-Certified Professional

1. Pays applicable fees in person or by phone

III. Permit Processing

A technical review of plans is not initially performed by staff for self-certified plans, but a limited cursory screening is performed by technical staff to ensure there are not obvious life safety violations. All self-certified plan submittals are subject to either a random or automatic audit.

A. Technical and Administrative Staff

1. Screens plans and specifications
 - a. If the plan cannot be permitted, the Self-Certified Professional will be notified of the deficiencies and required to submit/revise plans and/or supporting documents within a specified time frame (to be determined based on the deficiencies).
 - b. If the Self-Certified Professional does not submit/revise the requested plans and/or documents with the specified time frame, the permit will be denied and the Self-Certified Professional will have to make a new submittal with payment of applicable fees.
2. Creates permit in permitting software and enters applicable fees

B. Self-Certified Professional

1. Receives email notification from Permit Application Center staff to pay permit fee(s).
2. Pays applicable fees in person or by email.
3. After staff verifies fee payment has been received, the Self-Certified Professional will receive an email notification from the Permit Application Center staff that the approved plans are ready for pick up.

NOTES: