



Development Services

Service First Bulletin #103

SELF-CERTIFICATION PROVIDER PLAN REVIEW PROGRAM

PURPOSE

The Development Services Department (DSD) created this Service First Bulletin (SFB) 103 to provide customers with an additional option of fast-tracking qualifying projects through the plan review process. The program allows property owners more control of their projects while ensuring compliance with local building codes and regulations. This initiative aims to reduce plan review timeliness while maintaining the highest safety and compliance standards. This SFB is effective February 15th, 2024. *(Revised on August 8th, 2024, to edit the scope of work, to clarify eligible projects and the inspection performance right)*

SCOPE

The Self-Certification Program simplifies the building permit plan review process by allowing Self-Certification Providers (SCP) to expedite approvals for certain qualifying construction and renovation projects. The following outlines project eligibility, code professional requirements, application request process, and fees.

PROJECT ELIGIBILITY CRITERIA

The following qualifying projects may be submitted through the Self-Certification Program.

- ❖ New one-and-two dwelling unit structures (all square footage sizes) The following parameters have been set to qualify for this service:
 - Maximum of three (3) stories (no basements)
 - Must not be in a special overlay district (Historic, Floodplain, Conservation, Complex PD, Shared Access, etc.)
 - Property must be platted or have early release approvals.
- ❖ Commercial remodels and interior finish-out projects less than 5,000 square feet (Business Group “B” and Mercantile Group “M” occupancies only)

The SCP may certify compliance for project or Master permits that include building, mechanical, electrical, and plumbing, plan reviews. Program exclusions would include any of the following disciplines and/or projects:

- ❖ Landmark Preservation
- ❖ Historical/Conservation District
- ❖ Floodplain
- ❖ Transportation
- ❖ Zoning
- ❖ Fire Protection Systems (Sprinklers, Alarms, etc.)
- ❖ Specialized Overlays and Planned Developments
- ❖ Board of Adjustment requests
- ❖ Projects designed by SCP

The program requires the SCP to meet specific qualifications, ensuring that only those with the necessary expertise may certify projects. Registrants shall submit the Self-Certification Professional Registration Application along with all the following required documentation:

1. Self-Certification Professional Registration Application
2. Statement of Qualifications
3. Resume indicating relevant work history
4. Copies of:
 - a. Texas Professional Engineer’s license; or
 - b. Texas Registered Architect license; or
 - c. International Code Council Building Official Certification
5. Self-Certified Professional Training and Experience Verification Form

The following design and code professionals may register as Self-Certification Providers:

- ❖ Texas Licensed Architects
- ❖ Texas Licensed Professional Engineers
- ❖ International Code Council (ICC) Certified Building Officials (CBO)
- ❖ Have experience in ensuring code compliance for a minimum of at least three (3) years and,
- ❖ Be responsible for compliance with the City of Dallas Codes/Ordinances.

PROJECT ELIGIBILITY CRITERIA

Anyone seeking to participate as an SCP Program shall submit to the Building Official all required documentation outlined on the [Self-Certification webpage](#). Below is a list of key components needed to become an approved registered SCP:

- ❖ Certificate of Insurance
- ❖ Indemnification/Acknowledgement Forms
- ❖ Designation “Professional In-Charge” and “Technical Point of Contact”

- ❖ \$500.00 nonrefundable Annual Registration Fee for each Self Certificate Professional
- ❖ \$200.00 nonrefundable Annual Registration Fee for each additional registered employee providing plan review services
- ❖ Annual DSD Training Session

FEES

The Building Official shall assess plan review fees based on the following schedule when an SCP certifies plan review compliance:

- ❖ New one-and-two family dwelling (all square footages) will be charged a maximum of 35% of the current plan review fee.
- ❖ “B”/“M” occupancy projects less than 5,000 square feet will be charged a maximum of a of 50% of the current plan review fee.

All additional standalone review fees that are performed by DSD (Parking Agreement Reviews, Special Zoning Overlays, etc.) shall be assessed at rate of \$100.00 per hour/per trade, or as outlined in [Chapter 52, Administrative Procedures for the Construction Codes](#).

Applicants may only utilize only one SCP to perform all plan reviews. For informational purposes only, DSD will advertise on the department website, a list of “Registered” Self-Certification Providers and will post names, firms, and code professional contact information. The Department reserves the right to perform all required inspections.

This Bulletin is intended for information purposes only and the Department reserves the right to request additional information. If you have any questions or concerns related to this process, please feel free to email the Director at buildingofficial@dallascityhall.com.

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