



Development Services

320 E. JEFFERSON, DALLAS, TX 75203
(214) 948-4480

SELF-CERTIFICATION REGISTRATION CHECKLIST

These documents shall accompany the Self-Certified Professional Registration.

Application

- Resume indicating relevant work history
- Copy of the professional license
- Statement of qualifications
- Self-certification professional registration application
- Self-certification designation of the professional in charge
- Self-certification professional training registration and experience verification form
- Self-Certified Professional employee training and experience verification form
- \$500.00 nonrefundable application fee
- \$200.00 annual fee for each plan reviewer

Professional of Record Printed Name

Professional of Record Signature

Date





Development Services

320 E. JEFFERSON, DALLAS, TX 75203
(214) 948-4480

SELF-CERTIFICATION PERMIT APPLICATION CHECKLIST

*The following items must be completed **before** applying for a permit.*

These forms are to accompany a building permit application at the time of project submittal.

- Certification of Self-Certificate registration with the City of Dallas
- Certification of successfully completed training course
- Approved Design Review (Final Plat, Zoning, Site Plan, etc.)
- All Plan sheets must be sealed by a professional registered in the state of Texas
- A Hold-Harmless letter signed by the property owner
- Certification of Liability
- Owner/applicant self-certification professional selection statement
- Declaration of self-certification professional of record

I certify that I have received the necessary approvals as listed above and that I have completed the documents required to submit building plans through the Self-Certification Program.

Professional of Record Printed Name

Professional of Record Signature

Date

