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Building Official

# County of Riverside Self Certification Program (Existing Single-Family Dwelling)

## Part I: Overview and Procedure

### Purpose

The County of Riverside Self-Certification Program (SCP) allows for a California-licensed Contractor, Architect or Engineer to self-certify inspections of code requirement compliance on select residential building permits without Building Department inspections. This program may be terminated at any time at the County's discretion.

### General

The California Standards Building Code establishes the Building Code requirements for construction work. The SCP allows for self-certification of Building Code requirements on building permits for water heaters, construction demolition, HVAC heat pump, window replacements, exterior siding/plastering/lath, SFR plumbing/ repipe, and re-roofs. Water softeners the SCP can be utilized for only these inspections in existing single-family dwelling units.

### Qualifying Criteria

The following requirements must be met to participate in the SCP:

- The entity responsible for inspecting the work, ensuring compliance with approved construction plans and minimum Building/Residential Code requirements, and completing/signing the self-certification documents must be one of the following:
  - 1) a California licensed Architect/Engineer.
  - 2) a California licensed B-class General Building Contractor possessing current workers' compensation insurance.
  - 3) an appropriate trade-specific contractor possessing current workers' compensation insurance.
- The property owner shall review and sign the disclaimer found at the bottom of the applicable inspection self-certification form.
- The work being self-certified must be completed on or in an existing, permitted, single-family dwelling.
- Complete the included SCP Qualification questionnaire for further clarification on whether your project qualifies for the SCP.

### Obtaining a Permit

To obtain a permit for a project that will participate in the SCP, you can complete the Building Permit Application Package (Form 284-500) and apply at one of the Permit Assistance Centers. Conversely, building permits can be applied for online using the PLUS Online Portal at [www.rivcoplus.org](http://www.rivcoplus.org).

### SCP Process

In lieu of scheduling a final inspection for water heater, construction demolition, air conditioning condenser, window replacement, exterior siding/plastering/lath, new plumbing/piping, and re-roof permits, the customer shall upload the completed certification(s), and approving documentation (for example, HERS test) to the appropriate building permit through the PLUS Online Portal. Upon review, if the documentation is in order, Building & Safety Department staff shall sign the project job card approving the inspections, finalizing the permit, and making the signed job card available for review through the PLUS Online Portal.

If the documentation is deficient, the project job card shall not be signed, and the customer will need to upload the appropriate documentation to the appropriate building permit through the PLUS Online Portal.

**Existing single family dwelling SCP documentation review, approval, and job card signature services are available via documentation upload to the appropriate building permit through the PLUS Online Portal only.**

## County of Riverside Building and Safety Department Self-Certification Program

The County of Riverside reserves the right to conduct random inspections or audits of permits under this program to verify proper project completion and self-certification. In addition, the County of Riverside reserves the right to audit as frequently as determined necessary and may require remedial work when it is discovered that work was not done in conformance with the applicable codes. **If a project is found to be in non-compliance with the program and applicable Building/Residential Codes – after the completed Part II: Self-Certification Inspection Checklist has been submitted – the self-certification approval may be revoked and the contractor, engineer or architect may be deemed ineligible to utilize the Self-Certification Program moving forward.**

**Please complete the following questionnaire to make sure you qualify for the SCP:**

- 1. Is the proposed work to be performed on or in an existing, permitted, single-family dwelling? Yes  No
  
- 2. Will the work being performed involve a water heater, construction demolition, an air conditioning condenser, window replacement, exterior siding/plastering/lath, new plumbing/piping, and/or a re-roof? Yes  No
  
- 3. Will the work be performed and inspected by a California-licensed Contractor, Architect or Engineer to ensure compliance with approved plans and state/local building codes? Will the certifying contractor/architect/engineer certify the applicable checklist items in Part II of this form? Yes  No
  
- 4. Will the certifying contractor/architect/engineer ensure the building materials are installed per the manufacturer's installation requirements? Yes  No

If you answered "Yes" to the above applicable questions, the project meets the necessary criteria to participate in the self-certification program.

**Revocation of Program:**

**The Building Official** shall have the right to revoke the program to a certifying contractor/architect/engineer and/or property owner under the following circumstances:

- 1. If evidence suggests that the certifying contractor/architect/engineer and/or property owner is failing to identify and correct violations of the applicable codes, ordinance, laws governing contractors, or rules of the program.
- 2. If the character of the certifying contractor/architect/engineer and/or property owner becomes so impeached or in question that public trust in the program suffers.
- 3. If the certifying contractor/architect/engineer and/or property owner fails to personally verify compliance with the provisions of this program.
- 4. If the certifying contractor/architect/engineer and/or property owner is providing falsified documents to the county.

By signing below, I indicate I understand the SCP procedure:

<b>Contractor/Architect/Engineer Name</b>	<b>License Type and Number</b>
<b>Signature of Professional</b>	<b>Date</b>
<b>Signature of Property Owner</b>	<b>Date</b>

## Part II: Water Heater

\_\_\_\_\_  
Job Address

\_\_\_\_\_  
Permit Number

Check the applicable boxes in the inspection checklists for each completed and inspected portion of work, depending on the permit type. The Contractor, Architect or Engineer verifies compliance with all codes and by signing this Self-Certification Inspection Checklist certifies the completed work complies with the following requirements

### Water Heater

This permit shall only cover replacement of existing storage tank water heaters. This permit does not cover installation of a tankless or solar type water heater.

- 18" raised platform or per manufacturer's listing
- P/T drain to exterior as per code
- Water lines insulated for 5' minimum or to wall
- Shut off valve installed on cold water side
- Gas line secure with sediment trap
- New gas flexible connector and sized correctly
- Flue vent intact, secured, still serviceable
- Code compliant flue vent clearances
- Clearances for replacement water heater per manufacturer
- Combustion air vents properly sized and located per code
- Evaluated other exhaust systems for possible draw down of flue gases in vent.
- Earthquake strapping per code
- Vacuum relief valve for attic installs
- Drain pan with separate discharge for attic installations or as required by manufacturer
- Access, walkway, working space and headroom for attic installs
- Switched lighting for attic installations
- No "pit" situations where LPG could pool
- Expansion tank or listed device as required
- CF1R, CF2R, CF3R registered forms completed and included as necessary *Additional items specific to electric water heater:*
- Electrical disconnect sized and installed per code, hard wired with correct conductors, conduit and properly grounded
- Minimum 18" platform
- Applicable code requirements that apply to gas type water heaters

### Water Heater type

- Electric Storage
- Gas Storage
- Hybrid

**Final Inspection:** I certify that I have observed the work completed under the project permit and certify under penalty of perjury that it was completed in accordance with my design, in compliance with all applicable codes and the applicable Self-Certification Inspection Checklists.

\_\_\_\_\_  
Contractor/Architect/Engineer Name:

\_\_\_\_\_  
License Type and Number

\_\_\_\_\_  
Signature of Professional

\_\_\_\_\_  
Date

### Property Owner

As the property owner of the project address noted above, I have read, understand, and agree to participate in the SCP. I further understand that by participating in this program, the work allowed by this permit will not be inspected by a County of Riverside Building Inspector during construction. The permit may be among those randomly audited for quality assurance by the County of Riverside after construction and permit final. I further agree to provide access to work performed under this program when requested by the County of Riverside.

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

## Part II: Demolition

\_\_\_\_\_  
Job Address

\_\_\_\_\_  
Permit Number

Check the applicable boxes in the inspection checklists for each completed and inspected portion of work, depending on the permit type. The Contractor, Architect or Engineer verifies compliance with all codes and by signing this Self-Certification Inspection Checklist certifies the completed work complies with the following requirements

### Demolition Permit

Additional requirements may be necessary if a septic system is to be demolished. Inquire with County Building & Safety and DEH for additional requirements.

- Trash, junk and debris cleared from site
- Stormwater BMPs installed
- Compaction report for fill over 12" wet-signed and stamped by California-licensed civil engineer
- No hazards or safety issues created by demolition work
- Electrical disconnect and disconnect verification completed by the utility company
- Foundation is removed in its entirety
- Gas is capped off at the entrance to the site

**Final Inspection:** I certify that I have observed the work completed under the project permit and certify under penalty of perjury that it was completed in accordance with my design, in compliance with all applicable codes and the applicable Self-Certification Inspection Checklists.

\_\_\_\_\_  
Contractor/Architect/Engineer Name:

\_\_\_\_\_  
License Type and No.

\_\_\_\_\_  
Signature of Professional

\_\_\_\_\_  
Date

### Property Owner

As the property owner of the project address noted above, I have read, understand and agree to participate in the SCP. I further understand that by participating in this program, the work allowed by this permit will not be inspected by a County of Riverside Building Inspector during construction. The permit may be among those randomly audited for quality assurance by the County of Riverside after construction and permit final. I further agree to provide access to work performed under this program when requested by the County of Riverside

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

# Part II: A/C

\_\_\_\_\_  
**Job Address**

\_\_\_\_\_  
**Permit Number**

Check the applicable boxes in the inspection checklists for each completed and inspected portion of work, depending on the permit type. The Contractor, Architect or Engineer verifies compliance with all codes and by signing this Self-Certification Inspection Checklist certifies the completed work complies with the following requirements

## Air Conditioner Condenser

This permit may cover a new or replacement air conditioner

- |  |   |
|--|---|
| <input type="checkbox"/> Grounded per code   | <input type="checkbox"/> Ducts Complete                       |
| <input type="checkbox"/> Fused correctly per manufacturers name plate                                | <input type="checkbox"/> Attic Access 22x30 MIN               |
| <input type="checkbox"/> Liquid tight conduit secured  | <input type="checkbox"/> Working Platform 24" MIN             |
| <input type="checkbox"/> Line set 3/4" wall insulation, UV-resistant exterior or protected           | <input type="checkbox"/> Light, Switch, Receptacle            |
| <input type="checkbox"/> Disconnect and circuit sized per name plate rating and installed per code   | <input type="checkbox"/> "B" Vent Metal Clear From Comb       |
| <input type="checkbox"/> Set level and secured to the platform                                       | <input type="checkbox"/> "B" Plastic Primer & Glued           |
| <input type="checkbox"/> Code required working clearances (30" x 36"d) for electrical disconnect     | <input type="checkbox"/> HERS Test Passed & Registered        |
| <input type="checkbox"/> Openings into building sealed   | <input type="checkbox"/> Primary Condensate Into Direct Waste |
| <input type="checkbox"/> CF1R, CF2R, CF3R registered forms completed and included as necessary       | <input type="checkbox"/> Furnace - Only                       |
| <input type="checkbox"/> Exterior refrigerant service ports fitted with tamper-resistant locking cap | <input type="checkbox"/> Heat Pumps - Only                    |
|  | <input type="checkbox"/> Ductless System - Only               |
|  | <input type="checkbox"/> Mini Splits - Only                   |

**Final Inspection:** I certify that I have observed the work completed under the project permit and certify under penalty of perjury that it was completed in accordance with my design, in compliance with all applicable codes and the applicable Self-Certification Inspection Checklists.

\_\_\_\_\_  
**Contractor/Architect/Engineer Name:**

\_\_\_\_\_  
**License Type and No.**

\_\_\_\_\_  
**Signature of Professional**

\_\_\_\_\_  
**Date**

**HERS Identification #** \_\_\_\_\_

**Signature** \_\_\_\_\_

## Property Owner

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\_\_\_\_\_  
**Property Owner's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

## Part II: Window Replacement

\_\_\_\_\_  
Job Address

\_\_\_\_\_  
Permit Number

Check the applicable boxes in the inspection checklists for each completed and inspected portion of work, depending on the permit type. The Contractor, Architect or Engineer verifies compliance with all codes and by signing this Self-Certification Inspection Checklist certifies the completed work complies with the following requirements

### Window Replacement

- Windows shall not reduce egress from existing conditions
- Windows fitted to existing opening only
- Windows full tempered where closer than 18" to floor and over 9 feet square
- Full tempered glass where within 24" arc of door and within 60" of floor
- Guard rail where window sill is greater than 6 feet above grade, and less than two feet above floor
- Wildland Urban Interface compliant, dual pane glazing with one pane tempered
- Windows comply with Title 24 requirements, CF2R completed and included as necessary

**Final Inspection:** I certify that I have observed the work completed under the project permit and certify under penalty of perjury that it was completed in accordance with my design, in compliance with all applicable codes and the applicable Self-Certification Inspection Checklists.

\_\_\_\_\_  
Contractor/Architect/Engineer Name:

\_\_\_\_\_  
License Type and No.

\_\_\_\_\_  
Signature of Professional

\_\_\_\_\_  
Date

### Property Owner

As the property owner of the project address noted above, I have read, understand and agree to participate in the SCP. I further understand that by participating in this program, the work allowed by this permit will not be inspected by a County of Riverside Building Inspector during construction. The permit may be among those randomly audited for quality assurance by the County of Riverside after construction and permit final. I further agree to provide access to work performed under this program when requested by the County of Riverside

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

# Part II: Exterior Siding and Plastering/Lath

\_\_\_\_\_  
**Job Address**

\_\_\_\_\_  
**Permit Number**

Check the applicable boxes in the inspection checklists for each completed and inspected portion of work, depending on the permit type. The Contractor, Architect or Engineer verifies compliance with all codes and by signing this Self-Certification Inspection Checklist certifies the completed work complies with the following requirements

## Exterior Siding and Plastering/ Lath

- Code-compliant approved paper and lathing
- Code-compliant backing for lath
- Double paper for existing sheer
- Code compliant flashing of windows and doors
- Installation of drip screed per code with compliant clearances from finished grade
- Installed corner rite or bead for all edges
- Listed caulking for all tears and penetrations
- Scratch coat, brown and color to achieve 7/8" approximate stucco or per listing of alternate product
- Installed paper backed ribbon lath for all soffit location.

**Final Inspection:** I certify that I have observed the work completed under the project permit and certify under penalty of perjury that it was completed in accordance with my design, in compliance with all applicable codes and the applicable Self-Certification Inspection Checklists.

\_\_\_\_\_  
**Contractor/Architect/Engineer Name:**

\_\_\_\_\_  
**License Type and No.**

\_\_\_\_\_  
**Signature of Professional**

\_\_\_\_\_  
**Date**

## Property Owner

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\_\_\_\_\_  
**Property Owner's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

## Part II: Re-plumbing/ Piping

\_\_\_\_\_  
**Job Address**

\_\_\_\_\_  
**Permit Number**

Check the applicable boxes in the inspection checklists for each completed and inspected portion of work, depending on the permit type. The Contractor, Architect or Engineer verifies compliance with all codes and by signing this Self-Certification Inspection Checklist certifies the completed work complies with the following requirements

### Re-plumbing/piping

- Installed a listed potable water piping system
  - Hot lines water insulated in its entirety
  - Sized the piping per code
  - Secured, insulated, and isolated per code
  - Reamed all piping
  - Removed all excess flux
  - Thoroughly flushed the system
  - Electrically grounded the system (if metallic)
  - If plastic water system, affix sticker located at meter main stipulating: "No ground required, plastic water piping."
  - Restored the integrity of the fire wall
  - Installed an anti-siphon valve at each new hose bib
  - Insured that the maximum water pressure does not exceed 80 P.S.I.
  - Protected all piping
- Completed all drywall, taping, mud, and painting.

**Final Inspection:** I certify that I have observed the work completed under the project permit and certify under penalty of perjury that it was completed in accordance with my design, in compliance with all applicable codes and the applicable Self-Certification Inspection Checklists.

\_\_\_\_\_  
**Contractor/Architect/Engineer Name:**

\_\_\_\_\_  
**License Type and No.**

\_\_\_\_\_  
**Signature of Professional**

\_\_\_\_\_  
**Date**

### Property Owner

As the property owner of the project address noted above, I have read, understand and agree to participate in the SCP. I further understand that by participating in this program, the work allowed by this permit will not be inspected by a County of Riverside Building Inspector during construction. The permit may be among those randomly audited for quality assurance by the County of Riverside after construction and permit final. I further agree to provide access to work performed under this program when requested by the County of Riverside

\_\_\_\_\_  
**Property Owner's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**



## Part II: Re-roof

\_\_\_\_\_  
**Job Address**

\_\_\_\_\_  
**Permit Number**

Check the applicable boxes in the inspection checklists for each completed and inspected portion of work, depending on the permit type. The Contractor, Architect or Engineer verifies compliance with all codes and by signing this Self-Certification Inspection Checklist certifies the completed work complies with the following requirements

### Re-roof

- No structural changes
- Removed water-soaked or deteriorated elements and replaced with competent material
- If new roof diaphragm has been installed, code-compliant fasteners installed
- Verified all existing vents were extended through roof per code
- Provided minimum clearances to combustible material for B Vent(s) or Chimney(s) per code
- Installed flashing and counterflashing per code
- Installed underlayment per code
- Installed a class A rated roof
- Installed roof covering per code
- If a built-up roof was installed, designed slope to be minimum of 2% per code
- Code-compliant attic ventilation, Wildland Urban Interface compliant
- Cool Roof Rating Council product certification, CF2R forms completed and included as necessary

**Final Inspection:** I certify that I have observed the work completed under the project permit and certify under penalty of perjury that it was completed in accordance with my design, in compliance with all applicable codes and the applicable Self-Certification Inspection Checklists.

\_\_\_\_\_  
**Contractor/Architect/Engineer Name:**

\_\_\_\_\_  
**License Type and No.**

\_\_\_\_\_  
**Signature of Professional**

\_\_\_\_\_  
**Date**

### Property Owner

As the property owner of the project address noted above, I have read, understand and agree to participate in the SCP. I further understand that by participating in this program, the work allowed by this permit will not be inspected by a County of Riverside Building Inspector during construction. The permit may be among those randomly audited for quality assurance by the County of Riverside after construction and permit final. I further agree to provide access to work performed under this program when requested by the County of Riverside

\_\_\_\_\_  
**Property Owner's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

## PART II: WATER SOFTENER

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**Job Address**

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**Permit Number**

Check the applicable boxes in the inspection checklists for each completed and inspected portion of work, depending on the permit type. The Contractor, Architect or Engineer verifies compliance with all codes and by signing this Self-Certification Inspection Checklist certifies the completed work complies with the following requirements.

**Water Softener:**

**This permit will cover the installation of a new Water Softener**

- This is not a saltwater system; **Saltwater systems are not allowed.**
- This is a freshwater system.
- This was installed per manufactures installation instructions.
- This installation complies with all current Building Code Regulations.

**Final Inspection:**

I certify that I have observed the work completed under the project permit and certify under penalty of perjury that it was completed in accordance with my design, in compliance with all applicable codes and the applicable Self-Certification Inspection Checklists.

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**Contractor/Architect/Engineer Name:**

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**License Type and No.**

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**Signature of Professional**

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**Date**

**Property Owner:**

As the property owner of the project address noted above, I have read, understand, and agree to participate in the SCP. I further understand that by participating in this program, the work allowed by this permit will not be inspected by a County of Riverside Building Inspector during construction. The permit may be among those randomly audited for quality assurance by the County of Riverside after construction and permit final. I further agree to provide access to work performed under this program when requested by the County of Riverside

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**Property Owner's Signature**

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**Date**

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**Print Name**