



Residential Single-family Dwellings Self-Certification Inspection Program Guidelines

PURPOSE

The City of Rocklin is taking precautionary steps to help with the COVID-19 situation. To protect city employees and prevent exposure to the virus, we have developed a temporary Self-Certification program for residential single-family dwellings projects. This document sets forth the procedure and qualifications necessary for a California Licensed Contractor to self-certify residential single-family dwellings projects.

GENERAL

The 2019 California Residential Code (CRC) Section R104.4 establishes the requirements for inspections for residential structures. The intent of this Temporary Self-Certification Program for single-family dwellings are to:

- Protect city employees and customers, and prevent exposure to the coronavirus.
- Facilitate the contractor's schedule by allowing for self-certification of work.
- Ensure that the structural, electrical, plumbing, mechanical, green building standards, energy and fire sprinkler systems are installed in accordance with the approved plans, manufacturer's installation instructions and the California Building Standards Codes (i.e. Residential, Electrical, Plumbing, Mechanical Green Building Standards, Energy and Fire Codes).
- Final documentation with signatures from other departments may be required, such as SPMUD for sewer. Please make sure you include these documents with the self-certification forms for review and approval by the Building Official.

Residential inspections are relatively uncomplicated and Building Department experience has shown that most licensed contractors are capable of self-certifying their work.

AUTHORITY

The Building Official shall make the required inspections, or the Building Official shall have the authority to accept reports of inspections by approved agencies or individuals. Reports of such inspections shall be in writing and be certified by a responsible officer of such approved agency or by responsible individual. (R104.4)

The Building Division conducts a random audit of all self-certified letters to ensure compliance of inspected work with the Building Standards Codes, City of Rocklin Municipal Code and State and Federal Laws.

Other Requirements

- A final inspection may be required to sign-off and close the building permit.
- If the completed project has changes, an *As Built* plans will need to be submitted for review and approvals. The applicant **must** submit revised *As Built* drawings prior to permit sign-off.

Date: _____

Name of Licensed Contractor: _____

Contractor License Number: _____

C-16/Fire Sprinkler Contractor Name: _____

Phone # of Licensed Contractor: _____

Building Permit #: _____

Project Name: _____

Project Address: _____

I certify that as a California Licensed Contractor I acknowledge in writing that I have reviewed and understand the requirements of the 2019 California Building Standards Codes, City of Rocklin Municipal Codes, State and Federal Laws, and that the self-certification reports and letter will be based on the 2019 California Building Standards Code requirements contained therein.

_____	_____	_____
Print Name	Signature	Date

_____	_____	_____
Print Name of C-16 Contractor	Signature of C-16 Contractor	Date