



Self-Certification Policy and Procedure

Professional Engineer Requirements

To participate in the Self-Certification Program, the stamping engineer must have successfully completed the self-certification training provided by the City of North Las Vegas. Self-Certification of offsite improvements is not permitted. The purpose of this program is to facilitate the orderly construction of onsite development under the responsible charge of the engineer while the offsite civil improvement plans are in review. To that end, there is now significant emphasis and greater responsibility at the beginning of the project, requiring more coordination and involvement from the stamping engineer to achieve cost effective construction and successful completion of the project in a timely manner.

Policy

Onsite grading and development of a vacant parcel of land is not permitted without fully approved plans. Deviations from this requirement may be permitted for certain industrial and commercial projects under the Self-Certification Policy if the following requirements are met:

1. Soils Report, Drainage and Traffic Studies approved.
2. Stormwater and Land Disturbance Mitigation fees are paid for the entire site.
3. Inclusion under the State NPDES (National Pollutant Discharge Elimination System) permit.
4. The developer must post an Offsite Improvement Bond having a value of 150% of the offsite improvements.
5. The civil improvement plan review must be expedited to minimize lag time with onsite construction.
6. Site cannot have substantial offsite improvement requirements or offsite improvements that are a considerable distance from the project.
7. Final determination of qualification to be provided by Public Works at the project's civil improvement plan *pre-submittal meeting* upon a preliminary review of the plans, site specific challenges and proposed utilities.

Procedure

After the engineer has addressed comments on the first review of the Soils Report, Drainage and Traffic Studies, and the preliminary comments of the Water Network Analysis & Utility Plan have been addressed, the engineer may request a *Pre-Submittal Review* of the improvement plans. The engineer should pay special attention to the project's plan quantities which are to be reviewed against the Bond and Fee Estimate to determine the project's bond amount and fees due upon submittal. Approving the Bond and Fee Estimate is one of the main objectives of the *Pre-submittal Review*.

In addition to the typical items required for a civil improvement plan submittal (refer to the Civil Improvement Plan Review Submittal Application – Expedited Review Process), the following items are also required:

- Self-Certification - Engineer of Record Statement
- Self-Certification - Civil Plan Checklist from Engineer (and associated items)
- Self-Certification - Hold Harmless / Indemnification Letter from Developer
- Self-Certification - Owner/Developer Certification Agreement

After the civil *Pre-Submittal Review* has been completed, a meeting or web meeting may be scheduled to discuss specific design concerns. To facilitate orderly construction of the projects improvements and avoid delays in permit issuance, a conference call or web meeting with the engineer, general contractor and owner/developer to discuss the construction permit schedule is highly recommended.

Self-Certified Grading Plan - Onsite Grading Permit

After accomplishing the pre-submittal meeting objectives, the civil improvement plan package, Self-Certification documents, initial submittal fees, bond and agreements may be submitted to Public Works for expedited review. Provided all documents are in order and have been deemed acceptable, the On-site Grading Permit may be issued within four (4) days of submitting the civil improvement plans. Each grading plan sheet must contain the following signature line and verbiage:

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

- *This Grading Plan was prepared by, or under the direct supervision of, the Self-Certified Professional.*
- *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 and professional engineering standards.*
- *Self Certification applies to onsite development only and specifically excludes all offsite improvements and work within the public ROW and public easements.*

Self-Certified Onsite Utilities Permit

After acquiring approvals of the *Building and Fire Safety (Fire Prevention)* and *Utilities* review, the engineer may Self-Certify the onsite Utility Plan prior to the City’s approval of the full set of offsite civil improvement plans. At this juncture the Self-Certified Onsite Utilities Permit may be issued to facilitate ongoing development of the project. Each utility plan sheet must contain the following signature line and verbiage:

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

- *This Utility Plan was prepared by, or under the direct supervision of, the Self-Certified Professional.*
- *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 and professional engineering standards.*
- *Self Certification applies to onsite development only and specifically excludes all offsite improvements and work within the public ROW and public easements.*

Certificate of Occupancy

Because permits are being issued to facilitate onsite development of the project prior to having offsite civil improvement plans approved for construction, the building(s) and onsite development may be fully constructed and completed, however, a Certificate of Occupancy **shall not** be issued for any structure(s) until all associated offsite improvements have been constructed and approved in their entirety.