



Development Services

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

DECLARATION OF SELF-CERTIFICATION PROFESSIONAL OF RECORD

This document shall be submitted at the time of the building permit application.

Name of Professional of Record
Project Address
Email
Phone Number
City of Dallas Certification Registration #

I hereby certify I, _____ (Self-Certified Professional) have read and understand the City of Dallas Self Certification Rules and Regulations in the Self-Certification Program Guidelines. Further, I meet the requirements of the Professional of Record as a Licensed Texas Professional Engineer or; Registered Texas Architect or; International Code Council (ICC) Certified Building Official including but not limited to the following:

- ❖ The statements on the submitted application are true and correct. The submitted application and each page of the plans that I have stamped were personally prepared or reviewed by me and completed in accordance with all applicable provisions of the City of Dallas Code, State and Federal laws.
- ❖ I have exercised a professional standard of care in the preparation, completion, and submittal of these documents. If the submitted plans do not conform to such laws, I agree to immediately take all remedial measures within my control, to meet their requirements.
- ❖ If I become aware of any false or inaccurate statements made in any documentation provided to the City of Dallas, whether such misrepresentations are made by agents, my employee, or by me, I will immediately take measures to correct such statements. Lack of corrective action may result in the termination of my participation in the City of Dallas Self-Certification Program.





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- ❖ I understand that the self-certified project identified in the permit application is being issued for a permit subject to audit and/or field inspection by the department and the permit is subject to revocation if necessary or appropriate to protect the public health, safety, or welfare
- ❖ I understand failure to disclose a financial interest in a project processed under the self-certification program is grounds for immediate disqualification from the program.

Texas Licensed Architect

Printed Name: _____
 Signature _____ Date _____
 Address: _____
 City: _____ State: _____ Zip _____



Texas Professional Engineer

Printed Name: _____
 Signature _____ Date _____
 Address: _____
 City: _____ State: _____ Zip _____



ICC Certified Building Official (Attach ICC Certification)

Printed Name: _____
 Signature _____ Date _____
 Address: _____
 City: _____ State: _____ Zip _____

Submit a signed copy of this Statement along with a complete building permit application to the Building Official at:
 Development Services Department, 320 E Jefferson, Room 115 Dallas, TX 75247





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OWNER/APPLICANT SELF-CERTIFICATION PROFESSIONAL SELECTION STATEMENT

This form is to accompany a building permit application at time of submittal.

Project Name
Project Address
Selected Self-Certified Professional
Self-Certified Professional Email
Self-Certified Professional Phone Number

At time of building permit submittal and for each project, the owner shall identify their selected Self-Certified Professional. At which time the owner and applicant are required to submit to the City, an Owner/Applicant Certification Statement, which shall certify:

- ❖ Authorized work of all professionals and consultants named in the permit application and accompanying plans; and
- ❖ Agrees to take all measures necessary to correct any misrepresentation or falsification of facts made knowingly or negligently in the permit application or in any document submitted in support of such application by the owner or tenant, as applicable, or by such owner's or tenant's agents, contractors or employees; and
- ❖ Understands that the Self-Certified project is being issued a permit subject to audit and/or field inspection; and
- ❖ Agrees to take all remedial measures necessary to bring the plans and all construction completed under the permit for the project into conformity with requirements of the City of Dallas codes, ordinances, and standards as well as all other applicable laws.

Nothing in this rule shall be construed to prohibit the City from requiring additional certifications in the Owner/Tenant Certification Statement.





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Owner/Applicant Statement

I, _____ (property owner/applicant name) have approved the Self-Certified Professional named on this application and is entrusted with the associated construction plans and supporting documentations. I agree to take the necessary measures to correct any misrepresentation or falsification of facts made knowingly or negligently by my agents, contractors, employees, or myself. I understand that this self-certified project is being approved for a building permit subject to audit and/or field inspection. I agree to take any remedial measures, disclosed by the City of Dallas and/or, licensed professionals, or contractors, that are necessary to bring the associated plans and any completed construction into compliance with the City of Dallas, and other related state and federal laws and regulations.

Owner Information

Name: _____ Date: _____

Phone Number: _____

Owner Email: _____

Signature _____

Applicant/Tenant Information

Name: _____ Date: _____

Phone Number: _____

Owner Email: _____

Signature _____

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Dallas, TX 75247





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SELF-CERTIFICATION PROGRAM HOLD HARMLESS LETTER

This form is to accompany a building permit application at time of submittal.

Project Name
Project Address
Property Owner Name
Property Owner Email
Property Owner Phone Number

Scope of Hold Harmless Agreement

In consideration of the issuance of a construction permit under the Self-Certification Program for the project address identified above, I, _____ (property owner) hereby agree to protect, defend, indemnify, and hold the City of Dallas, and their officers, representatives, managers, and employees harmless against any and all claims, demands, awards, suits, judgment, liabilities, losses or damages arising out of, or being in any way connected with the design, construction and/or code compliance review for the above referenced project.

Responsibilities of Self-Certification Professionals

I, _____ (Self-Certified Professional) hereby agree to assume full responsibilities for compliance with all applicable building codes, regulations, and standards while participating in the Building Permit Self-Certification Program. This includes but is not limited to, ensuring that all plans and construction activities meet the specified City of Dallas Codes, State and Federal requirements.

Limitation of Liability

The City of Dallas shall not be held liable for any claims, demands, awards, suits, judgments, liabilities, losses, or damages arising from _____ (Self-Certification Professional's Name)





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participation in the Building Permit Self-Certification Program, including any errors or omissions in the Self-Certification process.

Insurance Coverage:

I, _____ (Self-Certification Professional's Name) am responsible for maintaining appropriate professional liability insurance coverage to protect against any claims related to the self-certification of building permits.

Self-Certified Professional Name: _____

Signature: _____

Title: _____

Date: _____

Please return a signed copy of this Hold Harmless Agreement along with a complete Self-Certification Program application to the Building Official at:
Development Services Department
320 E Jefferson, Room 115
Dallas, TX 75247

