

INFORMATIONAL BULLETIN

Bulletin No. 147

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Effective: 4-1-85 Revised: 08/01/94

Approved:

CERTIFICATION REQUIREMENTS BY LICENSED PROFESSIONALS

THE FOLLOWING POLICY IS EFFECTIVE IMMEDIATELY:

PROCEDURE #1: Upon completion of rough grading work, the following is required prior to approval and certification for issuance of building permits.

- Written certification by the civil engineer or architect who prepared the City approved grading plan, stating that the completed grading is in conformance with the grading plan approved by the City.
- 2. Certification that as-built slopes have been constructed to the angle shown on the approved plan, stipulating required compaction is provided, and describing the slope (example: 4:1, 3:1, 2:1, etc.).
- PROCEDURE #2: Final grade certification. Upon final completion of the work under the grading permit, but prior to issuance of a certificate of use and occupancy:
- Written certification by the civil engineer or architect who prepared the City approved grading plan, stating that the completed grading is in conformance with the grading plan approved by the City.

Transfer of Responsibility for Approval:

If the civil engineer, the architect, the soil engineer, the engineering geologist, the testing agency, or the grading contractor of record are changed during the course of the work, the work shall not progress unless:

1. The owner submits a letter of notification verifying the change of the responsible professional; and:



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2. The new responsible professional submits in writing that he has reviewed all prior reports and/or plans (specified by date and title) and work performed by the prior responsible professional and that he concurs with the findings, conclusions, and recommendations, and is satisfied with the work performed if accompanied by supporting data and approved by the administrative authority. He must state that he assumes all responsibility within his purview as of a specified date. All exceptions must be justified to the satisfaction of the administrative authority.

Exception:

Where clearly indicated that the firm, not the individual engineer and/or geologist, is the contracting party, the designated engineer or geologist may be reassigned and another engineer and/or geologist within the firm may assume responsibility.