



Planning, Building and Code Enforcement

BEST PREPARED DESIGNER PROGRAM

ENROLLMENT APPLICATION

The Best Prepared Designer Program allows qualifying professionals to take full responsibility for building code compliance, thus simplifying and shortening the building permit process for limited and eligible commercial and single-family residential projects. For details, please see the program webpage at bit.ly/SJ-BPDProgram.

INSTRUCTIONS

- Download this form and save it to your computer’s hard drive.
- Complete and sign the form using a digital signature: [Digital Signature Instructions](#)
- Save the completed, signed form as a PDF file and email to: BPD@sanjoseca.gov

A. DESIGNER INFORMATION AND QUALIFICATIONS

APPLICANT NAME:	FIRM NAME:
MAILING ADDRESS:	
EMAIL:	PHONE:

Please indicate how you meet the eligibility requirements for the Best Prepared Designer Program
CHECK ALL THAT APPLY AND ENTER ANY LICENSE NUMBERS. LICENSES AND CERTIFICATIONS MUST BE ISSUED BY THE STATE OF CALIFORNIA:

Licensed Architect #

Licensed Civil or Structural Engineer #

Certified Access Specialist (CASp) #

Unlicensed Designer - If checked, complete Part B.

B. INFORMATION REQUIRED FOR UNLICENSED DESIGNERS ONLY

1. Have you acted as the professional of record or project lead on three (3) or more building permits that required plan review by the City of San José in the 36-month period preceding the date of signature below?

YES ENTER PERMIT OR PLAN CHECK NUMBERS: a) _____ b) _____ c) _____

NO

2. Have you attended and successfully completed the Building Division's "Best Prepared Designer" training course?

YES ENTER DATE OF COURSE COMPLETION MM/DD/YEAR: _____

NO

C. DECLARATIONS AND SIGNATURE

CHECK EACH STATEMENT TO CONFIRM YOUR UNDERSTANDING:

I have read and understand the criteria and requirements for the Best Prepared Designer Program.

If accepted into the program, I certify that I am capable of meeting all ongoing obligations required of individuals holding Best Prepared Designer status.

The submission of this application does not constitute acceptance into the Best Prepared Designer Program. The City will conduct an eligibility review and notify you by email of the application status.

DIGITAL SIGNATURE _____ PRINT NAME _____ DATE: MM/DD/YEAR _____