



Planning, Building and
Code Enforcement

BEST PREPARED DESIGNER PROGRAM

DESIGN PROFESSIONAL CERTIFICATION STATEMENT

For approved participants of the Best Prepared Designer Program, please complete, sign, and submit this form for each qualifying project under this program. Learn more: 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. DESIGN PROFESSIONAL'S INFORMATION

| | |
|------------------------------|------------|
| NAME: | FIRM NAME: |
| BEST PREPARED DESIGNER ID #: | |
| EMAIL: | PHONE: |

B. PROPERTY AND PROJECT INFORMATION

| |
|---------------------------------|
| PROJECT ADDRESS: |
| PROPERTY OWNER NAME: |
| SCOPE OF WORK BRIEFLY DESCRIBE: |

C. DECLARATIONS AND SIGNATURE

CHECK EACH STATEMENT TO CONFIRM YOUR UNDERSTANDING:

- I have read and understand the Best Prepared Designer Program Criteria and Requirements and by signing this form I certify the statements contained in Section F.
- I am responsible for assuring that any plans and supporting documents submitted by me or my agent and approved by the City of San José for the subject property and scope of work described in this request are fully compliant with the City of San José Amended Building Code and other ordinances and codes adopted or followed by the City as of this date.
- The City's Building Official will rely upon the truth and accuracy of this statement as the basis for issuance of a building permit for the subject property and scope of work identified in this request. If the City determines that the submitted plans do not conform to all such laws, I agree to immediately take all remedial measures within my control to meet adopted requirements.
- By requesting that PBCE accept my certification of compliance, I am assuming responsibility for understanding the building codes and regulations adopted by the City of San José and am voluntarily foregoing a level of staff review that could identify potential deficiencies in the design of my project.

DIGITAL SIGNATURE

PRINT NAME

DATE: MM/DD/YEAR