

**PROFESSIONAL CERTIFICATION**  
***(Projects Approved Administratively (“Over the Counter”))***

I, \_\_\_\_\_, certify, warrant and represent that the \_\_\_\_\_ plans I prepared and which are submitted concurrently herewith for \_\_\_\_\_ and on which I have affixed my stamp conform in all material respects to the plans approved administratively by City staff on \_\_\_\_\_, the City’s Building Code and zoning ordinance. I understand and acknowledge that failure of City officials, employees and agents to identify discrepancies, inaccuracies or errors in the plans does not exculpate me from responsibility for submitting plans that comply materially with the administratively approved plans. I further understand and acknowledge that I may be subject to administrative proceedings, penalties and/or fines should the submitted plans be inconsistent with the approved plans, the Building Code or the zoning ordinance.

I (We) declare under penalty of perjury that the foregoing is true and correct and that the information accompanying this application is true to the best of my (our) knowledge and belief.

***NOTE: If this certification is signed outside of California, it must be acknowledged before a Notary Public of the State where the signature is fixed, or before another officer of that State authorized by its laws to take acknowledgements. Attach appropriate acknowledgment here.***

Executed at \_\_\_\_\_, California, this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

By: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Phone & E-mail