

FORM

DS-1500

September 2023

Affidavit for the Professional Certification of an Office Tenant Improvement (TI)

The purpose of this affidavit is for licensed architects or engineers to obtain professional certification for office tenant improvement (TI) building permits that meet the requirements in [Information Bulletin 150](#).

By completing this affidavit, the licensed architect/engineer declares that the scope of work meets the limits of the program and that the work depicted in the construction plans conforms with all adopted codes and standards. In addition, the licensed architect or engineer asserts that the information on this form is correct and agrees with the construction plans submitted. Please complete this entire form to avoid delays in processing.

General Information

Project Name:	Tenant Name (if applicable):
Job Address:	Suite Number (if Applicable):

Scope of Work Declaration:

By individually checking the items below, I certify that the following are correct statements and that the construction plans submitted comply with the following criteria:

<input type="checkbox"/>	The submitted project complies with all the California Code of Standards, as modified by the City of San Diego.
<input type="checkbox"/>	The scope of work for this project includes only Group B interior office space with no change of use or occupancy.
<input type="checkbox"/>	The scope of work for this project is less than 20,000 square feet in area.
<input type="checkbox"/>	This is not a first-generation Tenant Improvement. This tenant improvement is occurring in a space that has already been completely built out.
<input type="checkbox"/>	No plumbing fixtures are added, removed or altered.
<input type="checkbox"/>	No changes to the exterior portions of the building, including window modifications or replacements or any changed to the exterior facade.
<input type="checkbox"/>	No deferred submittals are a part of this project. All portions of the scope of work are included in this submittal.
<input type="checkbox"/>	No changes or alterations are made to stairways, vestibules (for smoke-proof enclosures) or exit passageways.
<input type="checkbox"/>	No new floor openings are proposed.
<input type="checkbox"/>	Accessibility is not reduced in any way.

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<input type="checkbox"/>	No new hazardous materials can be added to the building, including Energy Storage Systems (Batteries) or Uninterrupted Power Supplies (UPS).
<input type="checkbox"/>	No structural work other than that required for the anchorage of mechanical equipment is proposed. If structural calculations are provided for the anchorage of mechanical equipment, the calculations are stamped by a licensed engineer registered in the State of California.
<input type="checkbox"/>	No special inspections are required as a part of this scope of work except for the anchorage of equipment.
<input type="checkbox"/>	All fees and information provided in Section 3 below are correct and encompass the entire scope of work in the construction plans submitted.

Project Fee Determination:

I hereby affirm under penalty of perjury that I am licensed under the provisions of the Business and Professions Code and my license is in full force and effect. By inputting the values for the items below, I certify that the following information matches what is contained within the construction documents submitted:

Fee Item	Amount	Units
Building Permit Fees - See Information Bulletin 501 for more information about Building fees.		
The total area of work proposed in this Office Tenant Improvement		Square feet
Valuation of work as calculated from Information Bulletin 101 .		Dollars
Construction and Demolition (C&D) Debris Recycling Deposit - Fact Sheet		Dollars
Mechanical Fees (as applicable) - See Information Bulletin 103 for more information about Mechanical fees.		
Non-residential Tenant Improvement – Ductwork only		Square foot of coverage
Air Handler		# of units
Condensing Unit for HVAC		# of units
Exhaust Fan		# of units
Fan Coil Unit		# of units
Furnace/FAU/Wall Heater		# of units
Heat Pump-Package Unit		# of units
Mini-Split System (Condenser unit or Heat Pump and Air Handler)		# of units
Variable Air Volume (VAV) Box		# of units
Electrical Fees (as applicable) - See Information Bulletin 103 for more information about Electrical fees.		
Circuits 15-45 Amps		# of Circuits
Circuits 50-200 Amps		# of Circuits
Circuits 225-400 Amps		# of Circuits
Conduit and J Box Only		#

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Design Professional in Responsible Charge

Name of Designer:

California Licensed Architect License Number:

California Licensed Engineer License Number:

Licensed Professional Declaration:

I hereby affirm under penalty of perjury that I am licensed under the provisions of the Business and Professions Code and my license is in full force and effect.

I, _____, certify that this office Tenant Improvement (TI) project meets all requirements to the adopted codes and standards for the City of San Diego. In addition, I certify that the scope of work proposed in the submitted construction plans complies with the limitations contained within Information Bulletin 150.

During inspections, if any portion of the project is found to not comply with the adopted codes and standards or outside the limits of Information Bulletin 150, the inspector will require the applicant to submit a new permit, and a plan review will be required to be performed.

Licensed Professional Signature: _____