

City of Leeds

Self-Certification Program Application Guide

The following guide will assist you in the application process to obtain a Self-Certification Permit.

All documents must be sealed by Notary stamp or embossment.

1. Please register with the City of Leeds City Clerk as a Self-Certification provider.
 - 1.1. [Citizenserve Online Portal](#)
 - 1.2. https://www4.citizenserve.com/Portal/PortalController?Action=showLogin&ctzPagePrefix=Portal_&installationID=274&original_iid=0&original_contactID=0
 - 1.3. Please note that all Self-Certification providers must register once per calendar year.

2. Please complete the Application for Zoning Approval to obtain approval for each individual Self-Certification project that you wish to make an application for.
 - 2.1. [Citizenserve Online Portal](#)
 - 2.2. https://www4.citizenserve.com/Portal/PortalController?Action=showLogin&ctzPagePrefix=Portal_&installationID=274&original_iid=0&original_contactID=0
 - 2.3. This approval may include flood plain and/or stormwater requirements that must be met prior to the application for a Self-Certification permit.

3. Please complete and submit a copy of the Hold Harmless letter.
 - 3.1. Please note that this letter must be printed on the property owner's letterhead.

4. Please complete and submit a copy of the Owner/Tenant Certification Statement.

5. Please complete and submit a copy of the Professional of Record Statement.
 - 5.1. This document must include a copy of the State Certification for the provider.

6. Please complete and submit a copy of the Residential - Single Family & Duplex Permit Application or Commercial & Multi Family Permit Application.