



TEXAS DEPARTMENT OF STATE HEALTH SERVICES

DAVID L. LAKEY, M.D.
COMMISSIONER

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ARCHITECTURAL REVIEW GROUP

Information Concerning the Self-Certification Review Process

The enclosed form entitled Architect/Engineer and Licensee Certification (certification form) has been developed in accordance with §133.167(d)(1) of the Hospital Licensing Rules (25 Texas Administrative Code, Chapter 133), and with §135.53(d)(1) of the Ambulatory Surgical Centers Licensing Rules to allow facility representatives the option of using a self-certification review process when it is not feasible to wait for the full plan review process by Texas Department of State Health Services staff. At this time, the self-certification review process is not limited to a specific project type or cost, however, the department recommends that the self-certification process be used for less complex projects.

The process for obtaining approval to use the self-certification review method is explained in the enclosed information entitled Self-Certification Review Process. Please call our office at (512) 834-6649 if you have any questions concerning these options.

Enclosures--

Architect/Engineer and Licensee Certification

SELF-CERTIFICATION REVIEW PROCESS

- The facility representative* submits an Architect/Engineer and Licensee Certification (certification form) with final plans, a completed Application for Plan Review, the plan review fee (ambulatory surgical centers do not pay a plan review fee), and a project narrative. **Note:** If you have already submitted plans for review and decide to use the self-certification review process, you may complete the certification form and mail it to the following address, or you may fax the form to us at 512/834-6620.

Architectural Review Group
Regulatory Licensing Unit
Texas Department of State Health Services
Delivery Code 2835
1100 West 49th Street
Austin, Texas 78756-3199

- Once the certification form is received and reviewed, the Architectural Review Group (ARG) sends the licensee/applicant an acknowledgement letter, which includes the approval to begin construction, and an Application for Inspection form. The facility or the architect is responsible for requesting an inspection of the project at the 80% and 100% stages of completion. Additional inspections may be required.
- The department will rely on your documentation and may conduct a plan review as time permits.
- The waiver provisions in §133.81 of the Hospital Licensing Rules (25 Texas Administrative Code, Chapter 133) would not be granted for failure to adhere to the construction requirements contained in the Hospital Licensing Rules.

Abbreviated self-certification review process

- The facility representative calls the ARG to schedule a feasibility conference.
- At the time of the feasibility conference, the facility representative brings preliminary or final plans, a completed Application for Plan Review, the plan review fee (hospitals only), and a project narrative.
- Following the feasibility conference, the facility representative decides whether to continue with the full review process or use the self-certification review process.
- If the facility representative decides to use the self-certification review process, the representative submits a certification form signed by all parties and final plans (if not submitted previously). Once the certification form is received and reviewed, the ARG sends the licensee/applicant an acknowledgement letter, which includes the approval to begin construction, and an Application for Inspection form. The hospital or the architect is responsible for requesting an inspection of the project at the 80% and 100% stages of completion. Additional inspections may be required.
- The department will rely on your documentation and may conduct a plan review as time permits.
- The waiver provisions in §133.81 of the Hospital Licensing Rules (25 Texas Administrative Code, Chapter 133) would not be granted for failure to adhere to the construction requirements contained in the Hospital Licensing Rules.

* The facility representative is the person or persons given the authority by the applicant/licensee to act as its representative, e.g. architect, engineer, facility staffer.

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**TEXAS DEPARTMENT OF STATE HEALTH SERVICES
ARCHITECT/ENGINEER AND LICENSEE CERTIFICATION**

Name of Facility _____

Location of Facility _____

Name of Project _____

1. The undersigned **Architect and/or Engineer** hereby certifies:
- They have created the architectural and engineering plans and specifications attached hereto as Attachment 1 (the "plans") regarding physical plant improvements for the referenced project;
 - The plans have been reviewed for compliance with Texas Department of State Health Services Hospital Licensing Rules (25 Texas Administrative Code, Chapter 133), or with the Ambulatory Surgical Centers Licensing Rules (25 Texas Administrative Code, Chapter 135).
 - To the undersigned's knowledge, information and belief, the plans meet the requirements of the licensing rules in all material aspects.

Architectural Firm Name: _____

Architect's Stamp: By: _____

Date: _____

Name and Title _____

Telephone number (____) _____ Fax number: (____) _____

Engineer's Firm Name: _____

Engineer's Stamp: By _____

Date: _____

Name and Title _____

Telephone number: (____) _____ Fax number: (____) _____

2. The undersigned **Licensee/Applicant** understands and agrees:
- that notwithstanding the plan approval self-certification process undertaken pursuant to this and the accompanying documents, the Architectural Review Group (ARG) shall have continuing authority to (a) review the plans submitted herewith and/or inspect the work with regard thereto, and (b) withdraw its approval thereto;
 - the licensee/applicant has a continuing obligation to make any changes required by the ARG to comply with the licensing rules whether or not physical plant construction or alterations have been completed; and
 - the licensee/applicant is ultimately responsible for compliance with the hospital licensing statute, Health and Safety Code, Chapter 241, and the Hospital Licensing Rules, or with the ambulatory surgical centers licensing statute, Health and Safety Code, Chapter 243, and the Ambulatory Surgical Centers Licensing Rules, including fire protection, safety, and physical plant and construction requirements.

Licensee/Applicant
Signature: _____

Printed Name: _____ Title: _____

Mailing
Address: _____

Date: _____ Witness to Signature: _____