



County of San Diego, Planning & Development Services  
**Self- Certification Private Driveways  
Hold Harmless “Sample Letter”**  
**BUILDING DIVISION**

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This letter must be printed on property owner’s letterhead.

DATE: \_\_\_\_\_

County of San Diego  
Planning & Development Services – Building Division  
5510 Overland Ave, Suite 110  
San Diego, CA 92123

Re: (Project Name)

(Project Address)

Building Owner’s Name

Dear Building Official:

In consideration of the issuance of a construction permit under the Self-Certification Program for the project address identified above, I, \_\_\_\_\_ (insert owner’s name), hereby agree to protect, defend, indemnify, and hold the County of San Diego, and its officers, representatives, employees, and agents (collectively “County Party”) harmless against any and all claims, demands, awards, suits, judgment, liabilities, costs, losses or damages of any kind or character arising out of, or being in any way connected with the design, construction, and/or code compliance review for the above referenced project.

The obligation should not be construed to negate, waive, or otherwise reduce any other right or obligation, including without limitation those related to defense and indemnity and the provision of insurance, that may exist in the favor of a County Party.

It is further understood and agreed that if the construction of the project is contrary to, or does not meet the standards of the County as set forth in the San Diego County Code of Regulatory Ordinances, County of San Diego Public Road Standards, any applicable permit, or such other ordinances, policies, or applicable County permit, I, as the owner shall, at my own expense, remove, modify, or alter any and all components that do not conform and restore the area to the satisfaction of the County.

Sincerely,

Building Owner’s Signature

**5510 OVERLAND AVE., SUITE 110, SAN DIEGO, CA 92123 • (858) 565-5920 • (888) 336-7553**

**[HTTP://WWW.SDCPDS.ORG](http://www.sdcps.org)**