

Self-Certification Training

Civil

Pre-Submittal Requirements



<u>Civil</u>

PRIOR to Log-In OR Upload of Self-Certified Building Plans

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Civil Engineering Approvals

Construction plans approved, and bonds posted:

- Grading and Drainage (permit must be obtained)
- Storm Water Management (permit must be obtained)
- Offsite Water and/or Sewer
- Concrete
- Paving
- Plot Plans (G&D review for residential custom homes)



Civil Plans

- 1. The importance of this slide is to focus on off-site improvements.
- 2. Driveway permits because they can be purchased over the counter.
 - a. Purchase a permit and add it's number to the plans or note it is under separate permit.
- 3. Concrete work in rights-of-way is permitted on the grading and drainage plan for sidewalk, driveways, curb and gutter repair, and ADA ramp upgrades.
 - a. New driveways need to be shown on the approved site plan.
 - b. The City has a pavement cut policy which affects concrete work in rights-of-way. Show repair limits on the plans.
- 4. If a project has a large number or complex off-site improvements, it may be better to submit on-site and off-site plans concurrently through a traditional review process.
 - a. For example: long lead items such as a USA Fee Title land swap or abandonment.



Self-Certification Program Flow Chart – Grading & Drainage Process

Staff will determine whether variances, code

modifications, or use

permits are needed

All procedures and forms are available at http://phoenix.gov/pdd/scp.html
The online request page for inspections is available at http://phoenix.gov/pdd/onlineservices
The Electronic Plan Review (EPR) system can be accessed at http://phoenix.gov/epr

1. Research

Research zoning ordinance requirements to assure plans meet requirements

2. Complete Required Forms

Download and complete the Self-Certification G&D, Landscape and Parking Application and Checklist

3. Pre-Intake/ Site Plan Review

Obtain all necessary preapprovals and forms listed on the Self-Certification G&D, Landscape and Parking Checklist and Application

Submit Application to Site Development Counter for review

4. Submit Plans

Upload construction plans and all other completed documents per the G&D, Landscape and Parking Lot Checklist into the Electronic Plan Review system.

5. Permit Issuance

Construction permits will be available for issuance within five calendar days of acceptance of construction plans and required documents.

6. Inspections

Request applicable inspections online or call 602-262-7811



Self Cert Flow Chart, Site Civil TRT Doc 00581c Revised 4/14

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QUESTIONS OR COMMENTS...

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