

# Self-Certification Training

## Welcome & Overview



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# PDD Self-Certification History

- Program began in June **2010**
- Original Program was limited to building plans of specific occupancies and size
- **2011** Expanded to include most buildings of unlimited square footage, small civil and landscape plans, and parking lots
- **2012** Expanded eligibility to include all buildings **except** high rises, large assembly occupancies (stadiums/arenas) and hazardous occupancies. Expanded civil and landscape to 20 acres



# PDD Self-Certification History

- Currently **271** Self Cert Professionals in the Program
- Offer 2 Full Training and 4 Renewals per year (good for 3 years)
- **2017** and **2020** Program modifications
- **2020** First Remote Format for Training



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# PDD Self-Certification History

- Over 5,580 Self Certification permits issued (Inception through 2023)
- Total valuation more than \$3 billion
- Other Jurisdictions honor City of Phoenix Self-Cert Training (Surprise, Mesa, Peoria, Tempe...)



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# Project Eligibility - Building

All building projects are eligible except the following:

- Hazardous occupancies and projects that contain any of the following:
  - Hazardous processes
  - Electrically hazardous locations
  - Extraction processes
  - Hazardous exhaust systems
  - Refrigerant monitoring systems
- New high-rise buildings
- Projects located in a hillside development area
- Extra-large assembly occupancies (A4 & A5)
- Projects in a FEMA special floodplain hazard area



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# Eligible Civil, Site, Landscape Projects

- New construction and improvements to parking lot site plans up to 5 acres
- New construction and alteration plans for landscape, salvage and inventory up to 20 acres
- Civil on-site grading & drainage plans and stormwater management plans for:
  - Commercial projects up to 20 acres
  - Industrial and non-hazardous storage projects up to 80 acres
  - Residential single-family home subdivisions up to 160 acres
- Civil grading & drainage/concrete combination plans that meet the criteria above and limited to the following:
  - Removal and installation of driveways
  - Repair/replacement of existing curb, gutter and sidewalk
  - Update existing curb ramps to meet ADA



## **Non-Eligible Civil, Site, Landscape Projects**

- Projects located in a hillside development area
- Projects in a FEMA Special Floodplain Hazard Area
- Civil grading & drainage/concrete combination plans for projects located in the Downtown Code or Walkable Urban Code as established by the Phoenix Zoning Ordinance
- All other site and landscape plans
- All other civil plans



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# Who Can Submit What?

- Building plans – Architect or Structural Engineer
- Landscape plans – Landscape Architect
- Grading and drainage, stormwater management and combo plans – Civil Engineer
- Parking Lot Site Plans – Architect, Landscape Architect or Civil Engineer



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# Eligible Professionals

In general, Professional Registrants must meet the following criteria to be eligible as a Self-Certified Professional:

- Minimum three years experience ensuring code compliance
- Registered in the State of Arizona
- Certified to seal project drawings – taking this class
- Responsible for compliance with:
  - Phoenix Building Construction Code – **Building plans**
  - Phoenix Zoning Ordinance, Maricopa Association of Government (MAG) Standards & Specs, City of Phoenix Supplements to MAG Standards & Specs – **Landscape plans and parking lot site plans**
  - City of Phoenix Stormwater Policies and Standards, MAG Standards & Specs, City of Phoenix Supplements to MAG Standards & Specs – **Civil plans**



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# Self-Cert Project Requirements

- Certificate of professional liability insurance – minimum \$500K per claim, \$1M aggregate for all claims
- Professional of Record Statement
- Owner/Tenant Certification Statement
- Hold Harmless Letter
- Applicable Self-Cert Application



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# Plan Submittal Checklists

Self-Certification Building Plan Submittal Checklist

Self-Certification Program: G&D, Landscape,  
Parking Lot Submittal Checklist



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# Cover Sheet Requirements

A cover sheet shall be provided for each set of plans and must:

- Be signed and stamped by the Self-Certified Professional
- Contain an index of drawings
- Contain an owner/contractor notice (see future slide)
- Contain certification statement (see future slide)



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# Owner/Contractor Notice – Cover Sheet

- “This project has been permitted under the City of Phoenix Self-Certification program. The project is subject to audit and field inspection by the Planning & Development Department. If the construction of the project is contrary to, or does not meet the standard of the City of Phoenix Building Construction Codes, the owner, at his/her own expense, shall remove or modify any and all components that do not conform. Any deviations from the approved plan must be coordinated in advance with the city inspector and revised plans or sketches must be provided by the self-certified professional.”



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# Certification Statement – Cover Sheet

“I hereby certify that these drawings are prepared by me, under my supervision, or reviewed by me and to the best of my professional knowledge conform to the Phoenix Building Construction Code.”



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# Plan Sheet Requirement – Every Sheet

SELF-CERTIFIED BY:

\_\_\_\_\_  
*(Insert name of Self-Certified Professional)*

\_\_\_\_\_  
*Date*

- Plans were prepared by or under the direct supervision of, or reviewed by the Self-Certified Professional,
- Plans are complete,
- The plans are, as of the date of submission, in compliance with City of Phoenix building, civil, site and zoning codes, ordinances, and all other applicable laws.



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# All the Details

## Self-Certification Rules and Regulations



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**Thank you for your  
participation in the  
Self-Certification  
Program**

**Any questions?**

