



**1 Eligibility and Submittal requirements**

All self-certified plans are required to be submitted electronically through the City’s Electronic Plan Review Systems [Project Dox](#) or [SHAPE PHX](#) (residential building plans). This checklist provides information on the required documents and information that must be provided for Self-Certification Program projects. For additional information please contact the Planning & Development Department, 200 W. Washington Street, 2nd Floor, Phoenix, AZ 85003, 602-534-5933 or [epr.self.certification@phoenix.gov](mailto:epr.self.certification@phoenix.gov).

Projects located in FEMA special Floodplain Hazard, hillside development areas and buildings with hazardous occupancies are not eligible for the Self-Certification program. For a detailed list of eligibility criteria please refer to the program overview information found [here](#).

**2 General requirements (applicable to all plan types)**

<b>General Project Requirement</b>	<b>Applicant (Required)</b>	<b>City (Missing)</b>
The following documents must be uploaded by the applicant.		
Self-Certification Application <a href="#">Self-Certification Program - Plan Permit Application</a>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Certified Checklist (this form)	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Signed Professional of Record Statement</a>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Signed Owner/Tenant Certification Statement</a>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Hold Harmless Letter</a> (MUST be printed on own letterhead)	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Professional Liability Insurance Certificate (Professional Liability: \$500,000 per claim and \$1,000,000 aggregated; Certificate Holder must be City of Phoenix)	<input type="checkbox"/>	<input type="checkbox"/>
Plans – each sheet must include the Self-Certification signature Self-Certified by: _____ Date: _____ <ul style="list-style-type: none"> <li>Plans were prepared by or under the direct supervision of, or reviewed by the Self-Certified Professional;</li> <li>Plans are complete;</li> <li>The plans are, as of the date of submission in compliance with City of phoenix building, civil, site and zoning codes, ordinance and all other applicable laws.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>



Storm Water Management Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Code Modification & Appeals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landscape Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Commercial plans in addition to the above requirements must also provide the following (if applicable)</b>			
Approved Final Site Plan #	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updated Tenant List	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Geotechnical Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Specification Book	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Grading and Drainage Plan</b>	<b>Applicant (Required)</b>	<b>City (Missing)</b>	<b>N/A</b>
Approved Final Site Plan #	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grading and Drainage Checklist <input type="checkbox"/> <a href="#">G&amp;D Commercial</a> <input type="checkbox"/> <a href="#">G&amp;D Single Lot</a> <input type="checkbox"/> <a href="#">G&amp;D Plot Plan</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Stormwater Post-Construction Control Operations &amp; Maintenance Plan</a> (for over 1 acre site)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drainage Memo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soils/Geo Report (if fill is greater than 1' or cut is greater than 2' in depth).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineer Slump Statement. Finish floor is 6" (.50) above high curb and 14" (1.17) above low curb. If "NO" provide statement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>If retaining walls are proposed, in addition to the above requirements provide the following</b>			
Structural Peer Review Certificate by city-approved structural peer reviewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Structural Drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Structural Engineering Calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sealed Geotechnical Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Geotechnical Inspection Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Structural Inspection Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Storm Water Management Plan</b>	<b>Applicant (Required)</b>	<b>City (Missing)</b>	<b>N/A</b>
Approved Final Site Plan #	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Storm Water Management Checklist</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Grading & Drainage Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Signed Environmental Responsibility Form</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notice of Intent (NOI) w/ AZCON #	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soils/Geo Report (if fill is greater than 1' or cut is greater than 2' in depth).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finish floor is 6" (.50) above high curb and 14" (1.17) above low curb. If "NO" Engineer Slump Statement is required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Landscape, Inventory, Salvage Plans	Applicant (Required)	City (Missing)	N/A
Approved Final Site Plan # _____ (not required for Inventory Plan only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate Checklist <input type="checkbox"/> <a href="#">Landscape Plan</a> <input type="checkbox"/> <a href="#">Inventory</a> <input type="checkbox"/> <a href="#">Salvage</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy Approved of Grading & Drainage Plan _____ (not required for Inventory Plan only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I certify that I have received the necessary approvals as listed above and that I have completed the documents required to submit building plans through the Self-Certification program.

I certify that all construction documents for building, landscaping, and drainage are consistent and match the approved final site plan.

Professional of Record's Name: \_\_\_\_\_

Professional of Record's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

-----**Staff use only**-----

Accepted for Log-in  Yes     No    Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_