Tom Wandrie
Deputy Director Inspections

Field Issues

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Keys to Success

- Generally, program has been successful
- Use approved field set for construction
- Make sure contractor gets full size print from EPR

Field Changes

- Discuss with inspector in advance
- Self-Cert stamps on all sheets
- Peer review on structural and electrical (if required)
- NOT meant for unlimited value engineering
- Stamped City approvals are required on plan revisions submitted to the City for Plan Review approval

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MANDATORY FIELD CHANGE OR REVISIONS (LPSC or RPSC#: and LSCA or RSCA#:)

SELF-CERTIFIED BY:

Insert name of Self-Certified Professional)
Date

- ***Plans were prepared by or under the direct supervision of 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.

Field Changes

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Field Changes

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Statement 1.

i. "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."

Statement 2. exactly as shown here AND MUST be signed.

"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."

Signed by: Date: .

Statement 3.

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.***

- Do not confuse statement 2 and 3. They are similar in nature but are different.
- The SC Rules & Regs show a change to the verbiage on the self-certified stamp: **Each page** of the construction plans must contain the following:
- The last line bolded because this portion of the statement changed a few years ago. We still find the old verbiage. Please have corrected in your system.

Observations from the Field

Item most often missed:

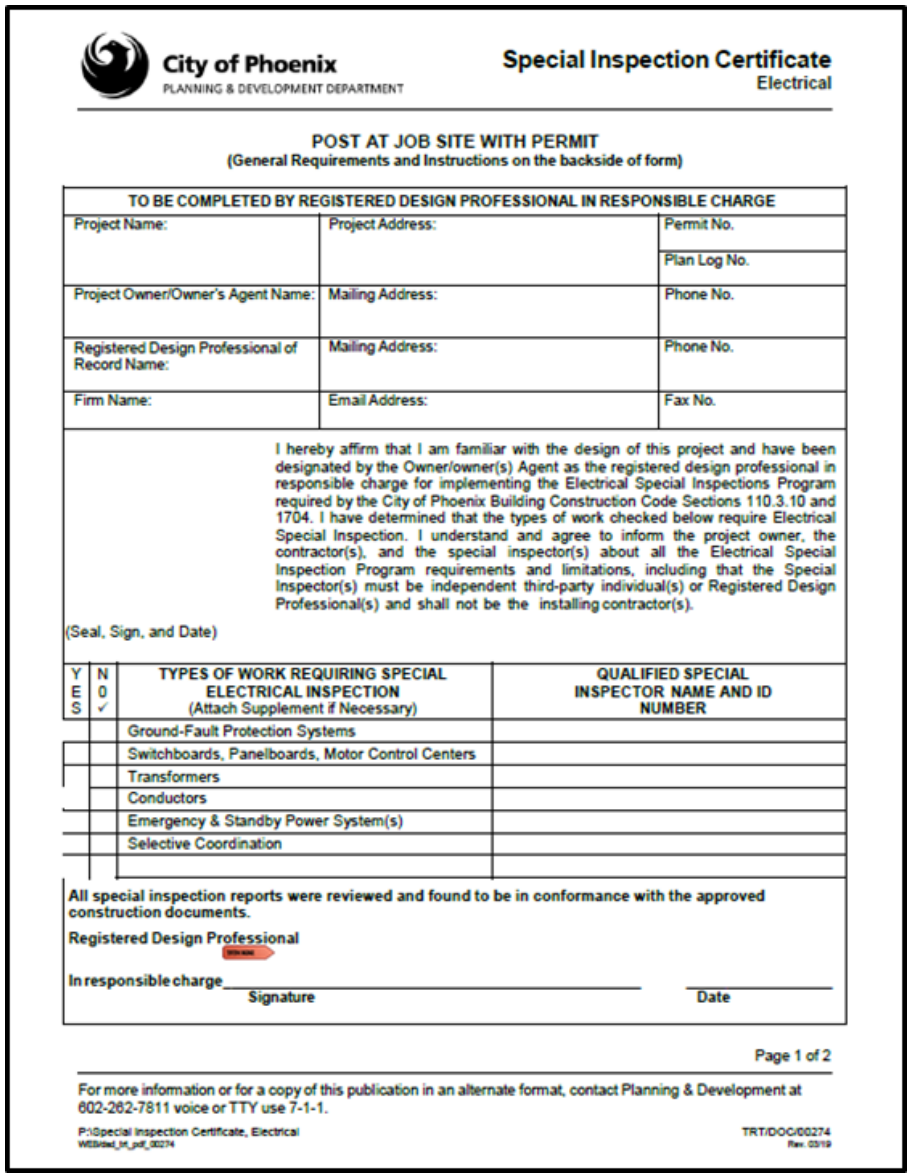
Special Inspection Certificates

- Types of Special Inspections Certificates:
  - Electrical TRT 00274
  - Architectural TRT 00277
  - Geotechnical TRT 00275
  - Structural TRT 00211
  - Mechanical/Plumbing TRT 00276

- Owners can either use the registered design professional in responsible charge (RDPRC) or a designated RDPRC to seal the Special Inspection Form

- Special Inspections Approval List – TRT 00870

https://www.phoenix.gov/pdd/trt



City of Phoenix
PLANNING & DEVELOPMENT DEPARTMENT

Special Inspection Certificate
Electrical

POST AT JOB SITE WITH PERMIT
(General Requirements and Instructions on the backside of form)

TO BE COMPLETED BY REGISTERED DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE		
Project Name:	Project Address:	Permit No. Plan Log No.
Project Owner/Owner's Agent Name:	Mailing Address:	Phone No.
Registered Design Professional of Record Name:	Mailing Address:	Phone No.
Firm Name:	Email Address:	Fax No.

I hereby affirm that I am familiar with the design of this project and have been designated by the Owner/owner(s) Agent as the registered design professional in responsible charge for implementing the Electrical Special Inspections Program required by the City of Phoenix Building Construction Code Sections 110.3.10 and 1704. I have determined that the types of work checked below require Electrical Special Inspection. I understand and agree to inform the project owner, the contractor(s), and the special inspector(s) about all the Electrical Special Inspection Program requirements and limitations, including that the Special Inspector(s) must be independent third-party individual(s) or Registered Design Professional(s) and shall not be the installing contractor(s).

(Seal, Sign, and Date)

YES	NO ✓	TYPES OF WORK REQUIRING SPECIAL ELECTRICAL INSPECTION (Attach Supplement if Necessary)	QUALIFIED SPECIAL INSPECTOR NAME AND ID NUMBER
		Ground-Fault Protection Systems	
		Switchboards, Panelboards, Motor Control Centers	
		Transformers	
		Conductors	
		Emergency & Standby Power System(s)	
		Selective Coordination	

All special inspection reports were reviewed and found to be in conformance with the approved construction documents.

Registered Design Professional

In responsible charge _____ _____
Signature **Date**

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For more information or for a copy of this publication in an alternate format, contact Planning & Development at 602-262-7811 voice or TTY use 7-1-1.

P:\Special Inspection Certificate, Electrical
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TRT/DOC/00274
Rev. 03/19

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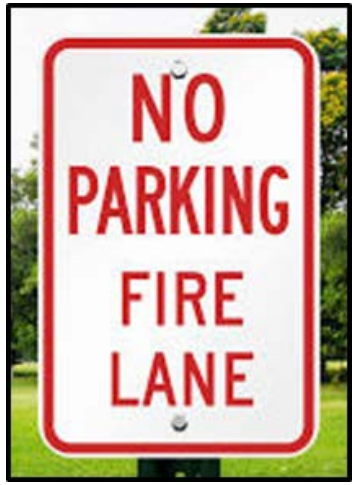
Fire Department Emergency Access

- ✓ No Parking Signage
- ✓ Red Curbs
- ✓ Fire Department Connection Signage
- ✓ Addressing



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Change of Occupancy

✓ Sprinklers

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Audit Changes

- Construction can generally proceed at risk
- Work with inspectors on proposed changes
- Very important to inform contractor of changes
- Final inspections will be suspended until audit is completed

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Field Desk Organization

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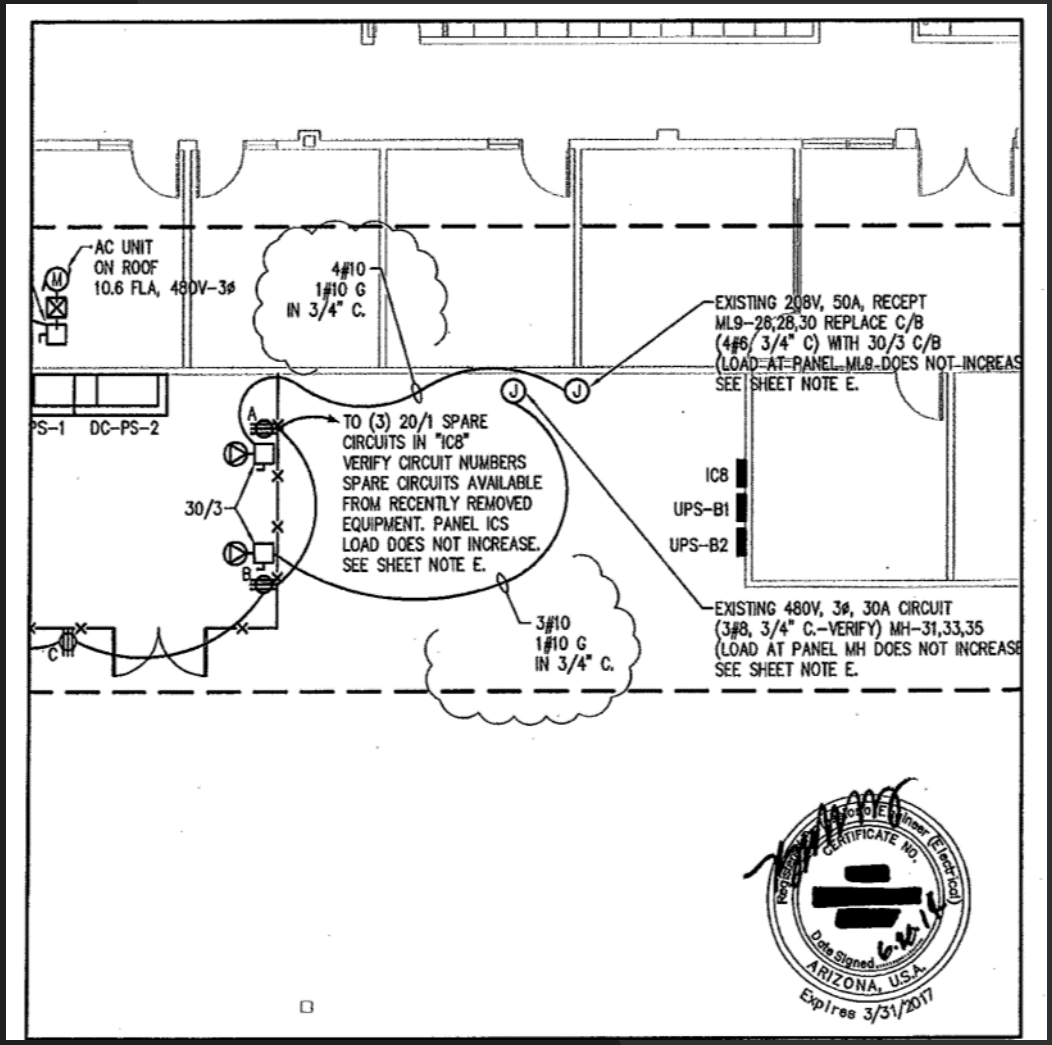
What items should be easily found at your construction site field desk?

Changes to Field Plan



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Good or bad?

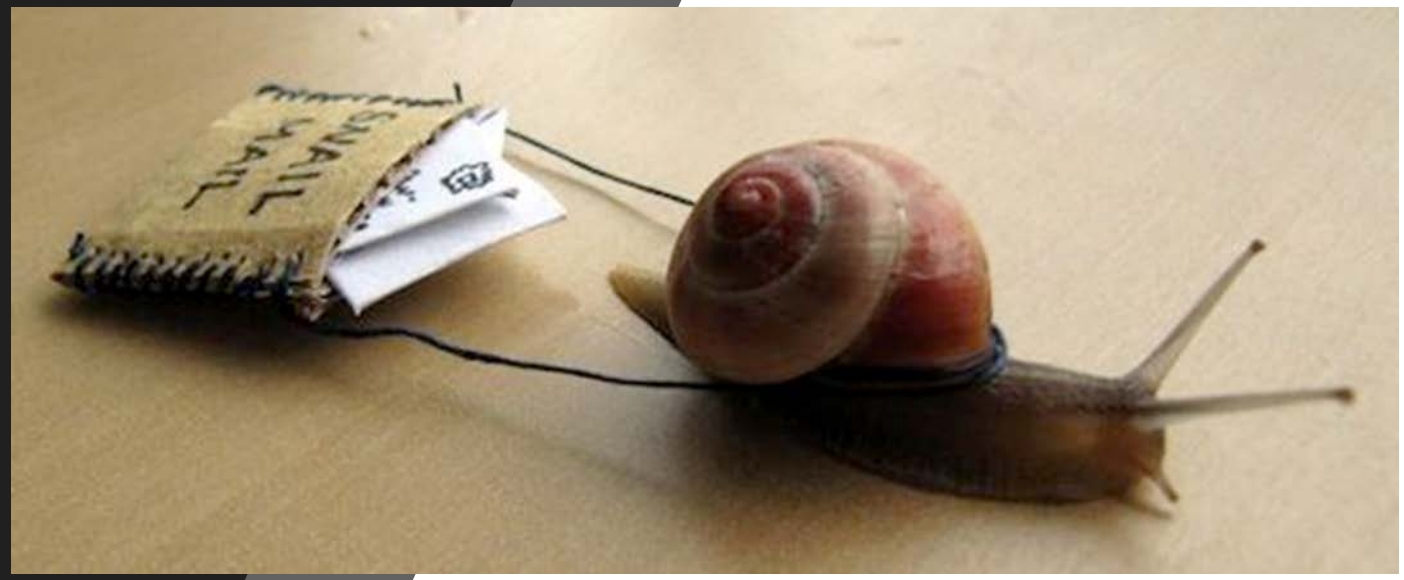
Contractor Coordination

Does your contractor know how the Self-Certification process works?

Contractor Guide to the Self-Certification Process

TRT 00393

Relaying Information to Contractors



Remember that time is of the essence

<u>Audit correction items should be immediately communicated to the contractor to avoid costly field changes</u>

Pre-Job Conference

- **Encouraged for process and code questions**
- **Should not be used for inspector "plan review"**
- **Contractor Guide to the Self-Certification Process – TRT 00393**

Violations

- Work with inspector on resolution
- Time is critical during construction

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Questions?