

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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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

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

EXCEPTIONS

- The following <u>Separate Plans</u> may be Self-Certified <u>concurrently</u> with Self-Certified Building Plan log-in/uploads:
 - On-site G&D for 20 acres or less
 - On-site G&D for industrial lot, 80 acres or less
 - On-site G&D for residential subdivisions, 160 acres or less



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QUESTIONS OR COMMENTS...

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