



## **Purpose**

The purpose of designating approved steel fabricators is to encourage plants to develop approved in-house quality control fabrication procedures and to become certified by one of the following agencies:

- **Clark County – Nevada**
- **Los Angeles Department of Building & Safety**
- **American Institute of Steel Construction - (AISC)**
- **International Accreditation Service, Inc. - (IAS)**

This is an alternative to an in-plant Special Inspection required by the Phoenix Building Construction Code.

Substituting pre-approved steel fabricators for in-plant special inspections benefits the public by reducing the overall cost of construction and enhances product safety.

Nothing herein shall be construed as requiring fabricators to become approved, nor shall anything herein be construed to prohibit fabricators who are not approved from performing any fabrication. If a fabricator chooses not to be certified, it will be necessary to provide shop inspection by an approved testing/inspection agency acceptable to the engineer of record for each project.

## **Disclaimer**

Listing of approved fabricators is to provide the certification status of qualified steel fabricators supplying fabricated steel on projects within Phoenix jurisdictional boundaries. Listing does not constitute an endorsement or recommendation for the use of a plant, product, material or equipment, nor does it constitute approval of any design.

Approval as a fabricator does not certify, nor should it be construed to certify that anything produced by an approved fabricator complies with any code, is adequate, appropriate, or correct for incorporation into any construction project.

## **Initial Application**

Application packets can be mailed or faxed to Planning & Development. Address and fax number are on the application.

Fabricators wanting to become designated as an approved fabricator shall submit applications on forms provided by the Planning and Development Department for each fabrication location for which approval is sought. Each fabricator location shall be considered a separate fabricator and shall be subject to separate application/fee. City of Phoenix Planning & Development shall have (10) days to process all applications. The fee for an initial listing is \$300. The application will be submitted along with a current passing inspection certificate from one of the following:

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1. Los Angeles Department of Building & Safety.
2. American Institute of Steel Construction, Inc. (AISC).
3. Clark County, Nevada.
4. International Accreditation Service, Inc. (IAS).

### **Renewal Application**

Fabricators wanting to renew as an approved fabricator shall submit applications on forms provided by the Planning and Development Department for each fabrication location for which approval is sought. The fee for RENEWAL is \$150. Each fabricator location shall be considered a separate fabricator and shall be subject to separate renewal fee. City of Phoenix Planning & Development shall have (10) days to process all applications.

Applications for renewal shall not be submitted more than 30 days prior to the expiration of the current listing. A current verification of certification from a third-party agency listed above must accompany the application.

Renewal applications not received within (60) days after a listing with City of Phoenix has expired, will be processed as initial applications with an associated fee of \$300.

### **Rejected Application**

Any application rejected by the Planning and Development Department shall be returned to the applicant with the reason(s) for the rejection in writing.

### **Duration of Approval**

Any approval issued pursuant to the above provisions shall remain valid for the duration of the certificate from the third-party accrediting agency. Additionally, the approval will become void if certification has been suspended or revoked during the period of approval from City of Phoenix.

### **Suspension**

An approval may be suspended or revoked due to the following:

1. The performance of work for which the approval was issued fails to comply with applicable provisions of the accrediting agency.
2. Failure of the fabricator to satisfy any condition of the approval.
3. Failure to comply with applicable rules and regulations established by the Phoenix jurisdiction or the accrediting agency.

### **Rights of Appeal**

Fabricators who have had their application rejected or their approval suspended or revoked, have the right of appeal as outlined in the Phoenix Building Construction Code.

### **Reinstatement Due to Suspension or Revocation**

Fabricators applying for reinstatement of a suspended approval shall submit an application at

least ninety (90) days **prior** to the termination of approval as noted on the suspension letter. Accompanying the application shall be a statement describing in detail what action the fabricator has taken to correct the deficiencies that caused the suspension. Any suspended approval that has not been reinstated by the termination of said suspension, shall result in approval revocation. A revocation letter will be sent to the applicant stating the reason(s) for revocation.

If reinstated, fabricators that have had an approval revoked shall re-submit applications as an initial applicant. In addition, a statement describing in detail what actions have been taken to correct the deficiencies that caused the termination or revocation shall accompany the application.

The Planning and Development Department may issue probationary approvals valid for less than the standard term of approval to fabricators that previously had their approval suspended or revoked and then reinstated. An approved reinstatement letter will be sent to the applicant outlining the duration of the approval.

### **Notification**

Prior to fabrication of products to be used within the Phoenix jurisdiction, the certified fabricator shall notify the project architect and structural engineer of all fabrication schedules and delivery dates. Notification shall be on company letterhead and signed by an officer of the corporation. **It is essential that notification is in the respective offices at least twenty-four (24) hours prior to delivery at the site and they are given proper delivery date(s).**

### **Identification**

All fabricated steel products to be used on projects within Phoenix jurisdictional boundaries shall be identified in a manner acceptable to the department. The identification should be permanently affixed to the fabricated product and should contain but not be limited to the following information:

1. Name of fabricator.
2. Accredited agency certification number.

Packaged, boxed, bundled, or palletized items may be identified by permanent labeling on packages, band clamps, or pallets.

**\*\* Application and Credit Card Authorization forms attached on following pages \*\***

**\*\* Application \*\***

Company Name: \_\_\_\_\_

QC/QA Contact Name & Title: \_\_\_\_\_

Plant Location Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Fees:**

- |   |       |
|---|-------|
| <input type="checkbox"/> Initial Application                        | \$300 |
| <input type="checkbox"/> Annual Renewal or Suspension Reinstatement | \$150 |

\*Based on PDD hourly review rates for plan review services.

**Required Documentation:**

1. Completed application
2. Current verification certificate issued by an approved agency showing date of expiration.
3. Form of payment.
  - a. Checks will be made payable to City of Phoenix Planning & Development.
4. Reinstatement applications of suspended or revoked approvals also require a letter describing in detail what actions the fabricator has taken to correct deficiencies.

**Submit Application and required documentation via mail to:**

City of Phoenix Planning & Development Department  
c/o Inspections Administrative Staff  
438 W. Adams Street  
Phoenix, AZ 85003

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Use Only		
Received Date:	Shop Case #:	Reviewed and Approved By:

### **CREDIT CARD PAYMENT INFORMATION AND INSTRUCTIONS**

A signed Credit Card Authorization Form is required for all one-time credit card payments made by alternate users, or if submitted via mail/fax. The form is to be used for a single transaction and a separate form must be completed each time a payment is made. Credit card information will not be stored for future payments.

Card information will be stored securely in compliance with City A.R. 3.96 Merchant Accounts (Payment Card Processing) and Payment Card Industry (PCI) data security standards.

Customer will complete all applicable information on the second page and submit form to the payment counter or send via mail/fax to the contacts listed below. For cardholder security reasons, do not send credit card information via email.

Following payment processing by Planning and Development Department staff, the receipt will be emailed to the email address indicated on the form if checked yes ("Y").

If you have questions or need additional information to complete this form, please call (602) 262-7811.

### **Approved Steel Fabricators Listing**

- In "Description of Program / Services" field on next page, provide your shop name and write "Approved Steel Fabricators Application"
- Indicate if payment is for a renewal

**City of Phoenix**

PLANNING &amp; DEVELOPMENT DEPARTMENT

**Credit Card Authorization Form**

Required for Payments Made by Alternate Users

I, \_\_\_\_\_, hereby authorize the City of Phoenix  
Cardholder's Name

Planning & Development Department to charge my credit/debit card in the amount of

\$ \_\_\_\_\_ for \_\_\_\_\_  
Description of Program/Services

\_\_\_\_\_ Renewal fee? Y ☐ N ☐

Card type: ☐ Visa ☐ Master Card ☐ American Express ☐ Discover

\_\_\_\_\_  
Card number

\_\_\_\_\_  
Expiration date

\_\_\_\_\_  
Cardholder's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name as it appears on credit card

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email address

Receipt requested? Y ☐ N ☐

\_\_\_\_\_  
Credit card **Billing** address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Person Authorized to Use Card (if different than cardholder)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email address

Receipt requested? Y ☐ N ☐

\_\_\_\_\_  
Contact Person (if different than cardholder)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email address

Receipt requested? Y ☐ N ☐

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