



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

TO BE COMPLETED BY REGISTERED DESIGN PROFESSIONAL		
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.

As the Registered Design Professional, 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 responsible for conducting the Mechanical Observation Program required by the Phoenix Building Construction Code Section 110.3.10 and 1704. I have determined that the items checked below require Mechanical Observation. I understand and agree to inform the project owner, the contractor(s), and the City of Phoenix Plumbing/Mechanical Inspector about all Mechanical Observation requirements.

Seal

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

YES		NO		ITEMS REQUIRING MECHANICAL OBSERVATION (Attach Supplement if Necessary)
Y	E	N	O	
			<input checked="" type="checkbox"/>	Outdoor Air Engineered Systems, IMC 403.2

**Certificate of Compliance**  
I certify to the best of my knowledge the Mechanical requirements of the Phoenix Building Construction Code and approved plans and specifications have been complied with insofar as the portion of the work requiring Mechanical observation is concerned, except for those deviations that have been previously reported. A guarantee that the contractor has constructed the building in full accord with the plans and specifications is neither intended nor implied.

Seal

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## CERTIFICATE OF MECHANICAL OBSERVATION PROGRAM

The following are general requirements and instructions for processing the Mechanical Observation Program form and general information for persons responsible for the special inspections.

### GENERAL REQUIREMENTS:

Phoenix Building Construction Code (PBCC) Sections 110.3.10 and 1704 require Mechanical Observation Inspections for the items specified in Section 1704.8 Mechanical Observation includes, but are not limited to, visual observation of the Mechanical system for conformance with the approved plans and specifications, at significant construction stages and at completion of the Mechanical system, and submission of appropriate observation reports to the City of Phoenix Plumbing/Mechanical Inspector. See the PBCC and PBCC Regulations/Interpretations for additional information and requirements.

The Mechanical Observer shall be a qualified person who demonstrates competence to the satisfaction of the building official for the items requiring Mechanical Observation. Competence shall be demonstrated by licensure as a Professional Mechanical Engineer in the State of Arizona. These individual(s) shall be responsible for performing the Mechanical Observation tasks and reports required by the PBCC and PBCC Regulations.

**The Mechanical Observer(s) must be the registered design professional responsible for the Mechanical design, or another registered design professional designated by the registered design professional responsible for the Mechanical design, to perform the Mechanical observation.**

### INSTRUCTIONS

**REGISTERED DESIGN PROFESSIONAL:** Complete all information requested on this form. Indicate the ITEMS requiring Mechanical Observation. Seal, sign and date the form. Submit to the city with the permit application whenever the code requires Mechanical observations. This form may be reproduced in the construction plans in lieu of submitting separate sheets.

**PLAN REVIEWER:** Review the Mechanical Observation Program form for accuracy and ensure that it identifies all work requiring Mechanical Observation. Complete any missing information (i.e., project and/or permit numbers) if known and indicate on the permit(s) "Mechanical Observation Required". The Mechanical Observation form shall be processed before permit issuance.

**CITY PLUMBING/MECHANICAL INSPECTOR:** Review the Mechanical Observations Program form for the name of the registered design professional responsible for the Mechanical Observation Program. Address any Mechanical Observation concerns of the Mechanical Observer(s). Attend any necessary job conference related to Mechanical Observation procedures. Review all required Mechanical Observation and final reports.

**MECHANICAL OBSERVATION:** The registered design professional responsible for the Mechanical Observation shall complete a signed written report after each site visit requiring Mechanical Observation. The Mechanical Observer(s) shall ensure that all reports are posted with the permit at the job site and are available to the City of Phoenix Plumbing/Mechanical Inspector for review. All deviations from the approved plans or specifications shall be brought to the immediate attention of the contractor for correction and, if uncorrected, to the responsible registered design professional and to the City of Phoenix Plumbing/Mechanical Inspector.

The Mechanical Observer shall submit a final signed report to the registered design professional and to the City of Phoenix Plumbing/Mechanical Inspector providing final test results and stating whether the items requiring Mechanical observation were, to the best of the observer's knowledge, in compliance with the approved plans and specifications and applicable workmanship provisions of the code. Final inspections approval and/or issuance of the Certificate of Occupancy will not occur until all Mechanical Observation reports have been received and accepted by the City of Phoenix Plumbing/Mechanical Inspector.