



The purpose of this document is to outline the process for paper self-certified plan submittals.

I. Pre-Submittal Requirements

A. Self-Certified Professional

1. Completes appropriate Self-Certification permit application and submittal checklist.
2. Depending on the type of submittal, the following staff approvals may be required prior to submitting plans:
 - a. Final Site Plan
 - b. Single Family Design Review
 - c. Updated Tenant List
 - d. Plat or Lot Split
 - e. Civil Plans (Grading & Drainage, Paving)
 - f. Landscape Plan (including Inventory and Salvage)
 - g. Storm Water Management Plan
 - h. Fire Flow Test and Site Fire Review
 - i. Building Code Modification and Appeals
 - j. Address Verification
 - k. Plot Plan and Elevations (Residential only)
 - l. Zoning Compliance
 - m. Cross Access Agreement
 - n. Off-Site Civil Reviews
 - o. Alternate Paving
 - p. Percentage of covered parking
3. Obtains required approvals outlined in Page 2 of the Self-Certification permit application and Water and Sewer Service Information Request Form (if applicable) to expedite the plan submittal request.
 - a. If not obtaining approvals, allow 48 hours for EPR Senior Engineering Technician to coordinate and obtain clearances on the Self-Certification permit application and Water and Sewer Service Information Request Form (if applicable).
4. Verifies **each page** of the construction plans has the following self-certification notation:

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.*

5. Verifies owner/contractor notice is on cover sheet of plans.

“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.”

II. Plan Submittal Request

A. Applicant

1. Contacts the EPR Senior Engineering Technician at (602) 534-5933 to initiate plan submittal request.

B. EPR Senior Engineering Technician

1. Request a copy of the Self-Certification application, Self-Cert Building Plan Submittal Checklist and associated documents via email from Self-Cert Professional.
2. Verifies the professional is on the approved Self-Certification list.
3. If Self-Certified Professional is on the list, coordinates and obtains required approvals (if applicable) per applicable Self-Certification submittal checklist and application.
4. Verifies all necessary approvals have met Intake Meeting requirements.
 - a. If required approvals and documents do not meet Self-Cert Building Plan Submittal Checklist requirements, notifies applicant with explanation of deficiencies. Applicant will need to contact Senior Engineering Technician after Self-Cert Building Plan Submittal Checklist requirements have been met.
5. Creates temporary self-certification plan number and enters intake fee.
6. Contacts applicant of \$300.00 intake fee and to submit plans and associated documents.

III. Plan Submittal

A. Applicant

1. Acknowledges that all 3 sets of plans are stamped and signed by the Self-Certified Professional.
2. Submits all supporting forms and documentations with 3 sets of construction plans to the 2nd floor Information Desk and checks in upon arrival.

B. Information Desk

1. Notifies EPR Senior Engineering Technician of the applicant's arrival.

C. EPR Senior Engineering Technician

1. Escorts applicant to Payments and Submittals overflow counter.
2. Receives all required plans and documents and verifies all information is provided and accurately completed.
3. Collects \$300.00 Intake fee.
4. Communicates to applicant that the permit will be ready within 5 days of submittal. Additional fees will be charged (\$150/hour) if self-certified plan cannot be permitted and requires an additional intake meeting.
5. Coordinates project assignment, labels and routes plans.

IV. Permit Processing

A. Intake Staff

A technical review of plans is not initially performed by staff for self-certified plans, but a limited cursory screening is performed by technical staff to ensure there are not obvious life safety violations, that water meters are sized correctly, and any applicable grease interceptors have gone through the appropriate approval process. All self-certified plan submittals are subject to either a random or automatic audit.

1. Verifies project meets eligibility criteria.
2. Verifies all necessary prior approvals have been obtained.
3. Screens plans and documents to ensure complete submittal and all necessary items have been provided.
 - a. If the plan cannot be permitted, the applicant will be notified of the deficiencies and required to submit/revise plans and/or supporting documents within a specified time frame (to be determined based on the deficiencies). If Intake Meeting required, proceed to step VI.
 - b. If the applicant does not submit/revise the requested plans and/or documents with the specified time frame, the permit will be denied and the applicant will have to make a new submittal with payment of applicable fees.
4. No technical review is to be done during the Intake.
5. Creates permit and enters applicable fees.
6. Notifies EPR Senior Engineering Technician to inform applicant permit is ready for payment.

V. Plan and Permit Pick Up

A. Applicant

1. Goes to the Payments and Submittals Counter (unless directed otherwise) to pay for the permit and picks up the city stamped plan set if permit has been authorized for issuance.
2. Request applicable inspections online at <https://www.phoenix.gov/pdd/onlineservices> or call 602-495-0800.

VI. Projects Not Meeting Minimum Requirements for Self-Certification Submittal

A. EPR Senior Engineering Technician

1. Contacts applicant to request possible meeting dates/times to follow up on deficient items.
2. Emails applicant confirming the meeting date and time.
 - a. Meetings are held in Conference Room 2 West on the 2nd floor, unless directed otherwise by EPR Senior Engineering Technician.

B. Applicant

1. If necessary, Self-Certified Professional **MUST** attend Intake Meeting.
2. Brings in deficient items to meeting.
3. Checks in with 2nd floor Information Desk upon arrival.

C. Information Desk

1. Notifies EPR Senior Engineering Technician of applicant's arrival.

D. EPR Senior Engineering Technician

1. Notifies Intake Staff of applicant's arrival.
2. Escorts applicant to meeting location.

E. Intake Staff – Verifies Information

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1. Brings project folder and plans to the Intake Meeting.
2. Screens plans and documents to ensure complete submittal and all deficient items have been provided.
 - a. If project has obvious life safety building code concerns or customer does not provide all required documentation, the project shall be denied. See Section VIII.
3. No technical review is to be done during plan submittal.
4. Labels each plan set with Self-Certification plan number and address.
5. Creates permit in permitting system and enters applicable fees.
6. Gives the applicant the stamped "FIELD" set.
7. Notifies EPR Senior Engineering Technician of intake approval and outstanding fees.
 - a. EPR Senior Engineering Technician processes payment and issues permit.

- b. If civil permits or water services are required, directs the applicant to the Civil Permitting/Water Services Counter to verify civil permit information or set-up water services application. The Civil Permitting/Water Services Counter will then direct the customer to Payments and Submittals Counter to pay for all outstanding permits and fees.

8. Routes remaining plan sets.

F. Applicant

1. Pays for the permit(s) if permit has been authorized for issuance.
2. Request applicable inspections online at <https://www.phoenix.gov/pdd/onlineservices> or call 602-495-0800.

VIII. Project Denial

If a project has obvious life safety issues or the Self-Certified Professional fails to provide all necessary plans and documentation after the initial staff review, the project shall be denied. The self-certified professional must start the process from the beginning, including the payment of administrative fees to process the new submittal.