PLANNING AND DEVELOPMENT DEPARTMENT

Self-Certification Program Flow Chart

Electronic Plan Review Process

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

Step 1 – Research

Research zoning ordinance requirements to assure plans meet requirements

Step 2 - Pre-Submittal

Self-Certified Professional completes the following items:

- Self-Certification application.
- Self-Certification submittal plan checklist.
- Obtain all required pre-approvals.

Step 3 - Online Application

Applicant logs into City Electronic Plan Review Web Portal and completes a plan review application.

Step 4 - ProjectDox Upload

Applicant logs into City ProjectDox system and uploads drawings/supporting documentation.

Step 4 – Administrative Review

City staff verifies submittal meets EPR and Self-Certifcation guidelines.

Note: Meeting will not be scheduled if project does not meet the minimum requirements of the Self-Certification program or EPR Standard guidelines.

Step 5 – Intake Fee Payment

Applicant pays plan review fees and completes the **Fee Payment** task in the ProjectDox system. Completing this task starts the intake process.

Step 6 – Plan & Permit Processing

City staff performs a limited cursory screening to verify submittal has gone through the appropriate approval process.

Note: Additional meeting and fees may be required if minimum Self-Certification submittal requirements are not met.

Step 7 - Permit Fee Payment

Applicant pays building permit fees. Applicant completes the **Final Fee Payment** task in the ProjectDox system. This prompts City staff to release approved plans for printing.

Step 8 - City Stamp

City staff stamps and releases plans for download/printing.

Step 9 - Download Approved Plans

Applicant downloads city stamped plan set.

Step 10 – Inspections

Request applicable inspections online or call 602-495-0800.