



Self-Certification Program Program Overview

The Self-Certification Program allows a registered professional to bypass the normal plan review process and get permits in one to five business days. Participating professionals must meet minimum qualifications and attend a Self-Certification training class.

Professional Qualifications

- Architect or structural engineer registered in Arizona for at least three years to certify building plans
- Landscape architect registered in Arizona for at least three years to certify landscape plans
- Civil engineer registered in Arizona for at least three years to certify grading and drainage plans
- Successful completion of self-certification training from the Planning & Development Department

Submittal Requirements

- Building projects must obtain all planning, zoning, grading and drainage approvals and building code modifications as necessary prior to the city's intake of the plans.
- Civil, Landscape or Parking Lot projects must obtain all planning, zoning, site, off-site civil, site fire, addressing, and alternative paving approvals as necessary prior to the city's intake of the plans.
- For building projects, [subject to random audit](#); a Structural Peer Review Certificate by a city-approved Structural Peer Reviewer is required for projects with structural scope of work; an Electrical Peer Review Certificate by a city-approved Electrical Peer Reviewer is required for installation or modifications to electrical systems that exceed 400 amperes or the available fault current exceeds 22,000 amperes.
- Fire plans and permits cannot be self-certified.
- All plan sheets must be sealed by a professional registered in the State of Arizona.
- Additional program requirements for all projects include: a hold-harmless letter signed by all registrants, a building owner/tenant indemnification letter, and a copy of the Self-Certified Professional's Certification of Insurance.
 - Current forms and checklists are on-line at <https://www.phoenix.gov/pdd/self-certification-program/procedures-forms-and-links>

Eligibility

Project scope of work must comply with the Self-Certification Program Eligibility Chart:

https://www.phoenix.gov/pddsite/Documents/TRT/dsd_trt_pdf_00491.pdf

For more information refer to our website at <https://www.phoenix.gov/pdd/self-certification-program> or contact Claire Simeone-Stern at 602-495-0265.

For more information or for a copy of this publication in an alternate format, contact Planning & Development at 602-262-7811 voice or TTY use 7-1-1.