



The Privatized Non-Life Safety Inspection Program is a voluntary program that allows development customers to hire qualified independent private inspectors to perform non-life safety inspections. The Phoenix Building Construction Code Administrative Provisions, Section 109.7, allows the Building Official to accept reports of approved inspection agencies, provided such agencies satisfy the requirements as to qualifications and reliability. The following are general requirements and instructions for processing requests for private inspections and general information for persons responsible for these inspections.

**ELIGIBLE INSPECTION TYPES:**

- Energy
- Green Building
- Landscape

**TIMING OF REQUEST**

A customer who plans to utilize a private inspector must submit a Private Inspection Certificate for the appropriate discipline(s) prior to issuance of permits.

**GENERAL REQUIREMENTS**

The city of Phoenix will allow private inspections in lieu of city inspections for the inspection types listed above. These private inspections include, but are not limited to, observation of the work assigned for conformance with the approved design drawings and specifications, and submission of appropriate inspection reports to the city inspector and registered design professional in responsible charge.

The private inspector shall be a qualified person who demonstrates competence to the satisfaction of the Planning & Development Department for the type of work utilizing private inspection. The city shall rely on the owner to determine the individual(s) qualified to perform each type of test or inspection. These individual(s) or firm(s) shall be responsible for performing the private inspection tasks and reports required by City Code and Planning & Development Department guidelines.

**The private inspector(s) shall be an independent individual, firm, or testing agency and shall not be employed by the installing contractor or any other person responsible for the work.**

**MINIMUM QUALIFICATIONS:**

Energy:

- Arizona registered architect or engineer – or –
- Commercial projects: ICC Commercial Energy Inspector
- Residential projects: ICC Residential Energy Inspector/Plans Examiner – or –  
Home Energy Rating Systems Inspector, certified by a RESNET accredited Training Provider

Green Building:

- Arizona registered architect or engineer – or –
- Commercial projects: IgCC Commercial Inspector
- Residential projects: IgCC Green Building Residential Examiner – or –  
LEED for Homes Green Rater

Landscape:

- Arizona licensed landscape architect – or –
- Arizona licensed landscape contractor

**OWNER INSTRUCTIONS:**

Complete all information requested on the appropriate discipline form. Indicate the types of work requiring private inspections and the individual(s) qualified and authorized to perform each such inspection. Sign and date the form. Submit to the city with the permit application whenever private inspections will be used in lieu of city inspections. Sign and date the original form after the final inspection report and final inspection certificate have been reviewed.

**PLAN REVIEWER INSTRUCTIONS:**

Review the private inspections form for accuracy and ensure that it identifies all work utilizing private inspections. Complete any missing information (i.e., project and/or permit numbers) if known. Check the appropriate permit category checkbox when setting up the permit and clarify in the scope of the permit those items that will be inspected through privatized inspections. The Private Inspection Certificate shall be processed before permit issuance.

**CITY INSPECTOR INSTRUCTIONS:**

Review the Private Inspection Certificate for the name of the types of work using private inspections and the names of the individual(s) authorized to perform private inspections. Discuss private inspections requirements with the contractor and private inspector at pre-job conference. Review all inspection reports, required correction notices and final reports. Submit final Private Inspection Certificate to Records for inclusion in project file.

**PRIVATE INSPECTOR INSTRUCTIONS:**

The individual(s) or firm(s) responsible for the private inspections shall complete a signed written report after each site visit requiring private inspection. The private inspector(s) shall ensure that all reports are posted with the permit at the job site and are available to the city of Phoenix inspector for review. All discrepancies shall be brought to the immediate attention of the contractor for correction and, if uncorrected, to the registered design professional in responsible charge and city inspector.

The private inspector shall submit a final signed report to the registered design professional in responsible charge and to the city inspector stating whether the items requiring inspection were, to the best of the inspector's knowledge, in compliance with the approved plans and specifications and applicable workmanship provisions of the code. Final inspection approval and/or issuance of a Certificate of Completion or Certificate of Occupancy will not occur until Private Inspection Certificate and final reports have been received and accepted by the city of Phoenix inspector.