



200 W. Washington Street, 2nd Floor, Phoenix, AZ 85003
(General Requirements and Instructions on the backside of form)
POST AT JOB SITE WITH PERMIT

TO BE COMPLETED BY OWNER/OWNER'S AGENT		
Project Name:	Project Address:	Permit No.
		Plan Review No.
Project Owner/Owner's Agent Name:	Mailing Address:	Phone No.
Relationship to Owner	Email Address:	Fax No.

The work indicated below will use private inspections and the individual(s) named below is/are qualified to perform these inspections. I understand and agree to inform the contractor(s) and the private inspector(s) about all of the landscape inspection requirements and limitations, including that the private Landscape inspector(s) must be independent from the installing contractor(s). I hereby agree to protect, defend, indemnify, and hold the city of Phoenix, Planning and Development Department, and their officers, representatives, managers and employees harmless against any and all claims, demands, awards, suits, judgment, liabilities, losses or damages arising out of, or being in any way connected with, the design, construction and/or code compliance for the above referenced project. It is further understood and agreed that if the construction of the project is contrary to, or does not meet the standard of, the city of Zoning Ordinance and all other applicable laws, I, as the owner or owner's agent shall, at my own expense, remove or modify any and all components that do not conform.

Owner/ Owner's Agent Signature _____ Date

Req'd (Y/N)	TYPES OF WORK REQUIRING LANDSCAPE INSPECTION	QUALIFIED PRIVATE INSPECTOR NAME	LICENSE #	INITIAL WHEN COMPLETE
	Fence Check			
	Nursery Check			
	Plant materials, quantities and location			
	Verification of remain in place & salvaged material			
	Irrigation installation			

The landscape work has been inspected by the inspectors listed above and has been found to be in conformance with the approved plans and landscape requirements.

PROJECT OWNER/OWNER'S AGENT

Signature _____ Date

Printed Name

The following are general requirements and instructions for processing a Private Inspection Certificate for landscape and general information for persons responsible for these inspections.

GENERAL REQUIREMENTS

The city of Phoenix will allow private inspections in lieu of city inspections for certain inspection types, including private landscape inspections. 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) shall be responsible for performing the private inspection tasks and reports required by the City Code and Planning & Development Department guidelines.

The private landscape inspector(s) shall be independent from the installing contractor or any other person responsible for the work.

INSTRUCTIONS

OWNER: Complete all information requested on this form. Indicate the TYPES OF WORK requiring private landscape inspections and the INDIVIDUAL(S) qualified and authorized to perform each such inspection. Include the CERTIFICATION NUMBER for each individual and sign and date the form. Submit to the city with the permit application whenever private inspections will be used in lieu of city inspections. This form may be reproduced in the construction plans in lieu of submitting separate sheets. **Sign and date the original form after the final inspection report has been reviewed.**

CIVIL PERMITS COUNTER STAFF: Review the Private Inspection Certificate 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 CIVIL INSPECTOR: Review the Private Inspection Certificate for 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 LANDSCAPE INSPECTOR: The individual(s) responsible for the Private Inspection Certificate 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 civil inspector for review. All discrepancies shall be brought to the immediate attention of the contractor for correction and, if uncorrected, to the owner, registered design professional in responsible charge and city of Phoenix civil inspector.

The private inspector shall initial next to the completed item on the Private Inspection Certificate and submit a **final signed report** to the registered design professional in responsible charge and to the city of Phoenix civil inspector stating whether the items requiring landscape 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 civil inspector.

To be considered qualified, the private landscape inspector must possess one of the following certifications: Arizona licensed landscape architect or Arizona licensed landscape contractor.