



PLANNING AND DEVELOPMENT
DEPARTMENT

**Self-Certification Program
Hold Harmless
Sample Letter**

This letter must be printed on property owner's letterhead.

DATE: _____

City of Phoenix
Planning & Development Department
200 W. Washington Street
Phoenix, AZ 85003

Re:
Project Name

Project Address

Building Owner's Name

Dear Building Official:

In consideration of the issuance of a construction permit under the Self-Certification Program for the project address identified above, I, _____ (insert owner's name), 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 review for the above referenced project.

The obligation should not be construed to negate, waive or otherwise reduce any other right or obligation of indemnity that may exist in the favor of the City of Phoenix.

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 Phoenix Building Construction Codes, or the permit to be issued pursuant to this Letter, I, as the owner shall, at my own expense, remove or modify any and all components that do not conform.

Sincerely,

Building Owner's Signature

This publication can be made available in alternate formats (Braille, large print, computer diskette, or audiotape) upon request. Contact the Planning & Development Department at (602) 262-7811 voice or (602) 534-5500 TTY.