



# Self-Certification Program Building Plan Submittal Checklist

This checklist provides information on the required documents and information that must be provided for Self-Certification Program projects. A completed checklist must be uploaded with the plans and supporting documentation. For additional information please contact the Planning & Development Department, 200 W. Washington Street, 2nd Floor, Phoenix, AZ 85003, 602-534-5933.

The following documents must be **approved** or signed off as N/A by city staff **prior to uploading** for electronic plan review:

- Final Site Plan
- Single Family Design Review
- Updated Tenant List
- Plat or Lot Split
- Civil Plans (Grading & Drainage, Paving)
- Landscape Plan (including Inventory & Salvage)
- Storm Water Management Plan
- Fire Flow Test & Site Fire Review
- Building Code Modifications & Appeals
- Plot Plan & Elevations (Residential Only)
- Pollution Control
- Address Verification

The following documents, if applicable, must be **uploaded with this checklist**:

- Self-Certification Permit Application \*
- Professional of Record Statement \*
- Owner/Tenant Certification Statement \*
- Hold Harmless Letter \*
- Plans including the Self-Certification Signature of Notation on each sheet \*
- Copy of Professional Liability Insurance Certificate \*
- Water Meter Worksheet \*\*
- Energy Code Compliance Certificate
  - Arch
  - Elec
  - Mech'l
- Water & Sewer Service Information Request from Counter #8: \*\*
- Structural Peer Review Certificate by city-approved structural peer reviewer
- Electrical Peer Review Certificate by city-approved electrical peer reviewer
- Structural Engineering Calculations
- Geotechnical Report
- Project Specification Book
- Special Inspection Certificates
  - Geotech
  - Structural
  - Electrical
  - Mechanical

\* Required for every project

\*\* Required if any plumbing is included

**I CERTIFY THAT I HAVE RECEIVED THE NECESSARY APPROVALS AS LISTED ABOVE AND THAT I HAVE COMPLETED THE DOCUMENTS REQUIRED TO SUBMIT BUILDING PLANS THROUGH THE SELF-CERTIFICATION PROGRAM.**

Professional of Record's Name: \_\_\_\_\_

Professional of Record's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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.