PLANNING AND DEVELOPMENT DEPARTMENT

Self-Certification Program Flow Chart
Paper Submittal Process

All procedures and forms are available at http://phoenix.gov/pdd/scp.html
The online request page for inspections is available at http://phoenix.gov/pdd/onlineservices

Step 1 – Research

Research zoning ordinance requirements to assure plans meet requirements

Step 2 - Pre-Submittal

Self-Certified Professional completes the following items:

- Self-Certification application.
- Self-Certification submittal plan checklist.
- Obtain all required pre-approvals.
- Contacts Senior Engineering Technician (SET) to initiate meeting request.

Step 3 – Administrative Review

SET requests a copy of the Self-Certfcation application, submittal checklist and checklist items from Self-Certification applicant to verify project meets Intake Meeting requirements and schedules meeting.

Note: Meeting will not be scheduled if project does not meet the minimum requirements of the Self-Certification program.

Step 6 – Plan and Permit Processing

City staff labels plans, creates permit and inserts applicable fees.

Step 5 – Intake Meeting

Self-Certification Professional brings all supporting documents and 3 sets of construction plans.

City staff performs a limited cursory screening of plans and documents to verify submittal meets requirements of the Self-Certification program.

Note: Self-Certification Professional MUST attend intake meeting. Additional meeting and fees may be required if minimum Self-Certification submittal requirements are not met.

Step 4 – Fee Payment

Upon arrival Self-Certification Professional meets with SET for payment of Intake Meeting.

SET escorts Self-Certification Professional to meeting location.

Step 7 – Plan and Permit Pick Up

Applicant pays building permit fee(s) and picks up the city stamped plan set.

Step 8 – Inspections

Request applicable inspections online or call 602-495-0800.