



The Self-Certification Program eliminates plan review for eligible projects by allowing a registered professional to take responsibility for and certify a project's compliance with building code, standards and ordinances. Depending on the scope of the project, permits can be issued within one to five calendar days.

Professional Qualifications

- Architect or structural engineer registered in Arizona for at least three years to certify building plans
- Landscape architect registered in Arizona for at least three years to certify landscape or parking lot plans
- Civil engineer registered in Arizona for at least three years to certify grading and drainage or parking lot plans
- Successful completion of self-certification training from the Planning and Development Department

Submittal Requirements

- Building projects must obtain all planning, zoning, grading and drainage approvals and building code modifications as necessary prior to the City's intake of the plans.
- For buildings less than 25,000 sf, a Structural Peer Review Certificate by a City-approved Structural Peer Reviewer is required for projects with structural scope of work
- For buildings greater than 25,000 sf, the City will perform an automatic audit in place of the structural peer review
- All plan sheets must be sealed by a professional registered in the State of Arizona
- Additional program requirements include: a hold-harmless letter signed by all registrants, a building owner/tenant indemnification letter, and a copy of the Self-Certified Professional's Certification of Insurance.
- Site/Civil submittal requirements are under development

Eligibility

Project scope of work must comply with the Self-Certification Program Eligibility Chart

Eligible projects include:

- Interior alterations and tenant build-outs of business, mercantile, factory, assembly, and storage.
- New construction of residential or commercial buildings up to 4 stories
- Landscape inventory, salvage, and new landscape plans
- Grading, drainage, and parking lots

Projects not eligible: new high-rise buildings (most tenant improvements inside existing high rise allowed)

- Projects in Historic Preservation areas without prior State and City Historic Preservation approval
- Hillside projects
- Institutional and Hazardous Occupancies

For more information refer to our website at <http://phoenix.gov/development> or contact Deborah Larkins at 602-495-0265.



Original Program – Random Audit

NEW CONSTRUCTION	ALTERATIONS
<p>Single Family Residential (R-3, U)</p> <ul style="list-style-type: none"> • 3 stories maximum • No mixed-use occupancy allowed • Self-certified standard plans allowed • Self-certified standard plan rollovers allowed 	<p>Single Family Residential (R-3, U)</p> <ul style="list-style-type: none"> • Alterations to existing 1, 2 and 3 story buildings • Single story first floor additions allowed • Second floor additions allowed on one story buildings • 2 story rear additions allowed • No mixed-use occupancy allowed
<p>Multiple Family Residential (R-2)</p> <ul style="list-style-type: none"> • 3 dwelling units maximum • 3 stories maximum • No mixed-use occupancy allowed • No standard plans required * 	<p>Multiple Family Residential (R-2)</p> <ul style="list-style-type: none"> • Individual dwelling unit only • Building additions up to 25,000 sq. ft. allowed • No mixed-use occupancy allowed • Excludes building's common areas and systems
<p>Town Home Developments (R-3)</p> <ul style="list-style-type: none"> • 3 dwelling units maximum • 3 stories maximum • No mixed-use occupancy allowed • No standard plans required * 	<p>Town Homes (R-3)</p> <ul style="list-style-type: none"> • Individual dwelling unit only • Excludes building's common areas and systems • Building additions up to 25,000 sq. ft. allowed • No mixed-use occupancy allowed
<p>Multiple Family Residential/Mixed Use (R-2, B, M)</p> <ul style="list-style-type: none"> • 6 dwelling units maximum • 4 stories maximum • Business, storage (**non-hazardous) or mercantile allowed on first floor • No maximum area for mercantile & business • Standard plans approved under current code cycle are required 	<p>Multiple Family Residential/Mixed Use (R-2, B, M)</p> <ul style="list-style-type: none"> • Individual dwelling unit or, • Individual first floor mercantile, storage (**non-hazardous) or business tenant space • No speculative tenant space allowed; mercantile or business tenant must be identified on permit documents • Includes first-time tenant build-outs • No maximum area for mercantile & business • Includes restaurants with not more than 50 persons • Includes residential sales centers & residential model units • Building additions up to 25,000 sq. ft. allowed • Excludes building's common areas and systems
<p>Mercantile, Business, or Storage** (B, M, F-1, F-2, S-1, S-2, U)</p> <ul style="list-style-type: none"> • 25,000 sq. ft. maximum area • Single story only • Single building project only • Includes restaurants with not more than 50 persons 	<p>Mercantile, Business, or Storage** (B, M, F-1, F-2, S-1, S-2, U)</p> <ul style="list-style-type: none"> • Individual tenant space only; multiple floors are allowed • No speculative tenant space allowed; tenant must be identified on permit documents • Includes first-time tenant build-outs • No maximum area for mercantile & business • Includes restaurants with not more than 50 persons • Includes residential sales centers & residential model units • Building additions up to 25,000 sq. ft. allowed • Excludes building's common areas and systems

* Standard plans approved under current code are required for projects with more than 6 buildings.

** Non-hazardous storage

Expanded Program
Civil/Site – Random Audit

NEW CONSTRUCTION	ALTERATIONS
Site/Civil Engineering <ul style="list-style-type: none"> • Landscape, salvage and/or inventory plans² • Civil plans for on-site grading and drainage³ • Plans for parking lot(s)³ 	Site/Civil Engineering <ul style="list-style-type: none"> • Amendments to landscape, salvage and/or inventory plans² • Amendments to civil plans for on-site grading and drainage³ • Improve/enlarge parking lot(s)³

Automatic Audit

NEW CONSTRUCTION	ALTERATIONS
Multiple Family Residential (R-2) <ul style="list-style-type: none"> • Four stories maximum – no maximum # of units 	Multiple Family Residential (R-2) <ul style="list-style-type: none"> • Individual dwelling unit – no maximum # of units • Building additions greater than 25,000 sq. ft. allowed • Includes common areas and systems for buildings
Town Home Developments (R-3) <ul style="list-style-type: none"> • Four stories maximum – no maximum # of units 	Town Home Developments (R-3) <ul style="list-style-type: none"> • Individual dwelling unit – no maximum # of units • Building additions greater than 25,000 sq. ft. allowed • Includes common areas and systems for buildings
Multiple Family Residential/Mixed Use (R-2, B, M, A-2) <ul style="list-style-type: none"> • No maximum area for mercantile & business • Four stories maximum • Restaurant with seating for no more than 300 persons allowed; includes change of occupancy 	Multiple Family Residential/Mixed Use (R-2, B, M, A-2) <ul style="list-style-type: none"> • Individual dwelling unit only – no maximum # of units • Restaurants with seating for no more than 300 persons allowed; includes change of occupancy • Building <u>additions</u> for greater than 25,000 sq. ft. allowed • Includes common areas and systems for buildings
Business, Mercantile, Factory, Storage⁴, Assembly (B, M, F-1, F-2, S-1, S-2, U, A-2) <ul style="list-style-type: none"> • No maximum area for mercantile & business • Four stories maximum • Restaurants and assembly uses seating no more than 300 persons allowed; includes change of occupancy • Residential sales centers and model units allowed 	Business, Mercantile, Factory, Storage⁴, Assembly (B, M, F-1, F-2, S-1, S-2, U, A-2) <ul style="list-style-type: none"> • No maximum area for mercantile & business • Building <u>additions</u> for greater than 25,000 s.f.; cannot exceed height of current structure • Restaurants and assembly uses seating no more than 300 persons allowed; includes change of occupancy • Includes common areas and systems for buildings

¹ Cannot be used on properties zoned Mid-Rise, High-Rise, Historic Preservation, Hillside or existing subdivisions.

² Allowed for sites of 5 acres or less only. Requires certification by a registered Landscape Architect.

³ Allowed for sites of 5 acres or less only. Requires certification by a registered Civil Engineer.

⁴ Non-hazardous storage only.