Self-Certification Pilot Program
Building Plan Submittal Checklist
Tenant Improvements

This checklist provides information on the required documents and information that must be provided for Self-Certification Pilot Program projects. A copy of this completed checklist must be submitted during the intake process.

The following documents must be approved or signed off as N/A by city staff prior to submitting Self-Certification Pilot Program Building Permit Application:

- [ ] Site Plan
- [ ] Plat or Lot Split
- [ ] Industrial/Utilities
- [ ] Address Verification
- [ ] Building Code Modifications & Appeals

- [ ] Exterior Changes
- [ ] Zoning Verification

The following documents must be provided at counter intake submittal:

- [ ] Self-Certification Building Permit Application
- [ ] Owner/Tenant Certification Statement
- [ ] Hold-Harmless & Recodation Letter
- [ ] Copy of Professional Liability Insurance Certificate
- [ ] Three sets of plans including the Self-Certification Signature of Notation on each sheet
- [ ] Professional of Record Statement

- [ ] Structural Peer Review Certificate by the City of Phoenix approved structural peer reviewer, if applicable
- [ ] ICC Building Plans Examiner Certification number
- [ ] Fire Protection Systems Plan Requirements
- [ ] Fire Protection Site Review Inspection Results, if applicable

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 PILOT PROGRAM.

Professional of Record’s Name: __________________________________________

Professional of Record’s Signature: ______________________________________ Date: __________

Staff Initials: ________