



Building Development

9875 N. 85th Avenue
Peoria, AZ 85345
Phone: 623-773-7225
Fax: 623-773-7245

building.applications@peoriaaz.gov
www.peoriaaz.gov/building

Permit #: _____

For Office Use Only

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:**

- | | |
|--|--|
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Exterior Changes |
| <input type="checkbox"/> Plat or Lot Split | <input type="checkbox"/> Zoning Verification |
| <input type="checkbox"/> Industrial/Utilities | |
| <input type="checkbox"/> Address Verification | |
| <input type="checkbox"/> Building Code Modifications & Appeals | |

The following documents must be provided at **counter intake submittal:**

- | | |
|---|---|
| <input type="checkbox"/> Self-Certification Building Permit Application | <input type="checkbox"/> Structural Peer Review Certificate by the City of Phoenix approved structural peer reviewer, if applicable |
| <input type="checkbox"/> Owner/Tenant Certification Statement | <input type="checkbox"/> ICC Building Plans Examiner Certification number |
| <input type="checkbox"/> Hold-Harmless & Recordation Letter | <input type="checkbox"/> Fire Protection Systems Plan Requirements |
| <input type="checkbox"/> Copy of Professional Liability Insurance Certificate | <input type="checkbox"/> Fire Protection Site Review Inspection Results , if applicable |
| <input type="checkbox"/> Three sets of plans including the Self-Certification Signature of Notation on each sheet | |
| <input type="checkbox"/> Professional of Record Statement | |

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: _____