



Building Development

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Self-Certification Program Overview

PURPOSE: To provide parameters under which approved registered design professionals may self-certify building plans to expedite the issuance of certain permit types.

POLICY:

Scope. The pilot program shall initially be limited to:

- Tenant Improvement projects for non-residential occupancies EXCLUDING buildings or portions of buildings:
 1. Exceeding two stories in height
 2. Exceeding 15,000 square feet in area
 3. Including any H occupancy

The pilot Self-Certification Program only applies to building safety related codes and amendments as adopted by the City of Peoria Council. (Ordinance No. 2012-08) The pilot program does not include zoning, parking, sign, Fire, environmental services, landscaping, grading, industrial/utilities, floodplain, or other land development codes. Reviews not included in the pilot Self-Certification program will be conducted under the standard 12 business day review time.

Size and use limitations, as noted in Items 1-3 above, are being set during the pilot program's implementation. The identified criteria have been chosen to minimize the degree of life-safety concerns. The intent of limiting the permit types during the initial stage is to identify program deficiencies without expending time and resources on a large scale program. In addition, the use of a limited pilot program was both implemented by other agencies such as Phoenix and was recommended by the City's consultant. An appropriately controlled pilot program is intended to ultimately improve quality and ensure efficiency on future expanded programs. Depending on the results of the initial pilot program, the scope may be expanded while maintaining public safety.

Participants. In order to participate in the program, applicants must:

- Be currently registered and in good standing as a design professional with the State of Arizona for a minimum of 3 years.
- Maintain current certification from the International Code Council as a Building Plans Examiner.
- Be current active certified member of the City of Phoenix self-certification program.

Submittal Requirements:

- Building projects must obtain all zoning, parking, sign, landscaping, grading, industrial/utilities, storm water, floodplain, other land development code approvals or permits and building code modifications as necessary prior to the City's intake of the self-certified plans.
- A Structural Peer Review Certificate by a City of Phoenix approved Structural Peer Reviewer is required for projects with a structural scope of work.
- All plan sheets must be sealed by a design professional registered in the State of Arizona.
- Each sheet of the construction plans must include the following:

SELF-CERTIFIED BY: _____
(Insert name of Self-Certified Professional) _____
Date

Additional program requirements for all projects required at time of submittal include:

- Self-Certification Permit Application
- Completed Building Plan Submittal Checklist
- Hold-Harmless & recordation letter signed & recorded
- Building owner/tenant indemnification letter,
- A copy of the Self-Certified Professional's Certification of Insurance.

Forms and the checklist will be available on-line or at the customer service counter located on the 1st floor of the DCSB located at 9875 N 85th Avenue, Peoria.

Procedures: Applications for a self-certified building permit shall be routed through the customer service counter.

- Applicant will download and complete the Self-Certification Permit Application and Building Plan Submittal Checklist.
- Submit four sets of construction plans in addition to all other completed documents listed on the Building Plan Submittal Checklist.
- With submittal, provide all documentation showing prior City staff approval of zoning, parking, sign, environmental services, landscaping, grading, industrial/utilities, storm water, floodplain, or other land development codes.
- Permit fees will be calculated, payment completed and processing of permit initiated. There will be no reduction in plan review fees for the initial pilot self-certification program. Plan review fees will be used to cover the cost of service for meetings prior to submittal, audits and possible increase in duties and tasks placed upon the building inspectors.

- Information verification and processing time may take up to 3 business days. When the administrative review is successfully completed, the building permit will be issued at own risk (due to a mandatory audit). Plans will be noted in the City's permitting system that they are Self-Certified and have not been reviewed by the Building Development Division of the City of Peoria.

Inspections: Inspections are to be requested using current City procedures. Requests can be made on-line at <https://devservices.peoriaaz.gov>

Auditing Procedures: 100% of self-certified plans submitted during the pilot program will be audited to determine whether plans are in compliance with building codes and amendments as adopted by the City of Peoria.

- Audits will be completed within (12 working days) from when the permit is issued.
- Registrants may request a waiver of mandatory audits after passing two audits under the pilot program. If granted, 25% of the registrant's submittals would be subject to audits.
- If a registrant fails two consecutive audits for like projects, as defined by the Building Official, they shall not participate in the self-certification program for a period of 12 months from the date of the last failed audit.
- The audit scoring as follows:
 1. Plans will be audited by the Plan Review Supervisor
 2. Each audit deficiency will be counted as one (1) point except as noted in the 'Critical Life & Health Safety' scoring matrix
 3. A score of less than 10 accumulated points is considered passing.

Audit Results: Building Development shall notify the Self-Certified Professional and the Owner of Record in writing of the results of any audit conducted. The notification will provide a summary of the audit results and will direct the Self-Certified Professional to address all code violations found in the audit. Failure to submit required corrections by the date identified in the notification will result in the revocation of the Self-Certified Professional's privileges. Re-applying for privileges will need to be requested through the Deputy Director of Building & Site Development.

Appeal Procedures: If the Self-Certified Professional of an audited plan disputes the results of the audit or disputes the accuracy or applicability of any code correction comment entered in the connection with such audit, the Self-Certified Professional has the right to request a meeting to review the matter with the Deputy Director of Building & Site Development.

Revisions:

Voluntary Owner Revisions:

The Self-Certified Professional or the General Contractor shall provide the City of Peoria inspection staff a request in writing that a revision is requested. The field inspector associated with the applicable discipline will determine if plans must be provided to complete the revision. If revised plans are needed, they will need to be submitted for standard building review timeline.

Mandatory Field Changes and Revisions:

When a City of Peoria inspector determines that the self-certified plans contain code violations or are missing critical information, the inspector shall obtain a second opinion from his or her supervisor prior to requiring the customer to make changes. If the item is confirmed to be a code violation or the Department requires more information critical to ensuring that the project meetings the building code, the Field Supervisor will inform the Self-Certified Professional in writing. If plan revisions are required, the Self-Certified Professional will be directed to submit the revisions in a time period agreed upon with the Field Supervisor. The revisions are to be submitted to the customer service counter to be reviewed by the appropriate Plans Examiner using the standard building review timeline.

All provisions of the Self-Certification Program are subject to change without notice.