



Purpose

The purpose of designating approved steel fabricators is to encourage plants to develop approved in-house quality control fabrication procedures and become certified by one of the four following third-party accreditation agencies accepted by the City of Phoenix:

- **Clark County – Nevada**
- **Los Angeles Department of Building & Safety**
- **American Institute of Steel Construction - (AISC)**
- **International Accreditation Service, Inc. - (IAS)**

This is an alternative to an in-plant Special Inspection required by the Phoenix Building Construction Code.

Substituting pre-approved steel fabricators for in-plant special inspections benefits the public by reducing the overall cost of construction and enhances product safety.

Nothing herein shall be construed as requiring fabricators to become approved, nor shall anything herein be construed to prohibit fabricators who are not approved from performing any fabrication. If a fabricator chooses not to be certified, it will be necessary to provide shop inspection by an approved testing/inspection agency acceptable to the engineer of record for each project.

Disclaimer

Listing of approved fabricators is to provide the certification status of qualified steel fabricators supplying fabricated steel on projects within Phoenix jurisdictional boundaries. Listing does not constitute an endorsement or recommendation for the use of a plant, product, material or equipment, nor does it constitute approval of any design.

Approval as a fabricator does not certify, nor should it be construed to certify that anything produced by an approved fabricator complies with any code, is adequate, appropriate, or correct for incorporation into any construction project.

Initial Application

The fee for an initial listing approval is \$300 per application. Fabrication shops shall submit applications on forms provided by the Planning & Development Department and submit them to the address or fax number provided on the application. Planning & Development shall have 10 days to process each application.

Each fabricator shop location and each third-party accreditation certificate requires a separate application, fee, and approval. For example, if a shop obtains three certificates from different agencies and wants them listed, it must submit three applications and pay three \$300 fees. Similarly, if a shop has multiple locations for approval, each location needs a separate application and \$300 fee.

For more information or for a copy of this publication in an alternate format, contact Planning & Development at (602) 262-7811 voice or TTY use 7-1-1.

Renewal Application

The fee to renew a listed approval is \$150 per application. Fabrication shops shall submit applications on forms provided by the Planning & Development Department and submit them to the address or fax number provided on the application. Planning & Development shall have 10 days to process each application.

Each fabricator shop location and each third-party accreditation certificate requires a separate application, fee, and approval. For example, if a shop obtains three certificates from different agencies and wants them listed, it must submit three applications and pay three \$150 fees. Similarly, if a shop has multiple locations for approval, each location needs a separate application and \$150 fee. Additional items to note when considering a renewed listing:

- Applications for renewal shall not be submitted more than 30 days prior to the expiration of the current listing with City of Phoenix.
- A new certificate with a new expiration date from one of the four third-party accreditation agencies accepted by the City of Phoenix must accompany the application.
- Renewal applications not received within 60 days after a current listing with City of Phoenix has expired, will be processed as *initial* applications with an associated fee of \$300.

Rejected Application

Any application rejected by the Planning and Development Department shall be returned to the applicant with the reason(s) for the rejection in writing.

Duration of Approval

Any approval issued pursuant to the above provisions shall remain valid for the duration of the certificate from the third-party accrediting agency. Additionally, the approval will become void if certification has been suspended or revoked during the period of approval from City of Phoenix.

Suspension

An approval may be suspended or revoked due to the following:

- The performance of work for which the approval was issued fails to comply with applicable provisions of the accrediting agency.
- Failure of the fabricator to satisfy any condition of the approval.
- Failure to comply with applicable rules and regulations established by the Phoenix jurisdiction or the accrediting agency.

Rights of Appeal

Fabricators who have had their application rejected or their approval suspended or revoked, have the right of appeal as outlined in the Phoenix Building Construction Code.

Reinstatement Due to Suspension or Revocation

Fabricators applying for reinstatement of a suspended approval shall submit an application at least ninety (90) days **prior** to the termination of approval as noted on the suspension letter. Accompanying the application shall be a statement describing in detail what action the fabricator has taken to correct the deficiencies that caused the suspension. Any suspended approval that has not been reinstated by the termination of said suspension, shall result in approval revocation. A revocation letter will be sent to the applicant stating the reason(s) for revocation.

If reinstated, fabricators that have had an approval revoked shall re-submit applications as an initial applicant. In addition, a statement describing in detail what actions have been taken to correct the deficiencies that caused the termination or revocation shall accompany the application.

The Planning and Development Department may issue probationary approvals valid for less than the standard term of approval to fabricators that previously had their approval suspended or revoked and then reinstated. An approved reinstatement letter will be sent to the applicant outlining the duration of the approval.

Notification

Prior to fabrication of products to be used within the Phoenix jurisdiction, the certified fabricator shall notify the project architect and structural engineer of all fabrication schedules and delivery dates. Notification shall be on company letterhead and signed by an officer of the corporation. **It is essential that notification is in the respective offices at least 24 hours prior to delivery at the site and they are given proper delivery date(s).**

Identification

All fabricated steel products to be used on projects within Phoenix jurisdictional boundaries shall be identified in a manner acceptable to the department. The identification should be permanently affixed to the fabricated product and should contain but not be limited to the following information:

- Name of fabricator.
- Accredited agency certification number.

Packaged, boxed, bundled, or palletized items may be identified by permanent labeling on packages, band clamps, or pallets.

**** Application and Credit Card Authorization forms attached on following pages ****

**** Application ****

Company Name: _____

QC/QA Contact Name & Title: _____

Plant Location Address: _____

Mailing Address: _____

E-Mail: _____

Telephone: _____

Fees:

- Initial Application \$300
- Annual Renewal or Suspension Reinstatement \$150

*Based on PDD hourly review rates for plan review services.

Required Documentation:

1. Completed application
2. Current verification certificate issued by an approved agency showing date of expiration.
3. Form of payment.
 - a. Checks will be made payable to City of Phoenix Planning & Development.
 - b. Credit card payments accepted with credit card authorization form.
4. Reinstatement applications of suspended or revoked approvals also require a letter describing in detail what actions the fabricator has taken to correct deficiencies.

Fax or mail application and required documentation to:

- **Secure Fax:**
(602) 534-1810
- **Mail:**
City of Phoenix Planning & Development Department
c/o Inspections Administrative Staff
438 W. Adams Street
Phoenix, AZ 85003

Signature: _____ Date: _____

Staff Use Only		
Received Date:	Shop Case #:	Reviewed and Approved By:

CREDIT CARD PAYMENT INFORMATION AND INSTRUCTIONS

A signed Credit Card Authorization Form is required for all one-time credit card payments made by alternate users, or if submitted via mail/fax. The form is to be used for a single transaction and a separate form must be completed each time a payment is made. Credit card information will not be stored for future payments.

Card information will be stored securely in compliance with City A.R. 3.96 Merchant Accounts (Payment Card Processing) and Payment Card Industry (PCI) data security standards.

Customer will complete all applicable information on the second page and submit form to the payment counter or send via mail/fax to the contacts listed below. For cardholder security reasons, do not send credit card information via email.

Following payment processing by Planning and Development Department staff, the receipt will be emailed to the email address indicated on the form if checked yes ("Y").

If you have questions or need additional information to complete this form, please call (602) 262-7811.

Approved Steel Fabricators Listing

- In "Description of Program / Services" field on next page, provide your shop name and write "Approved Steel Fabricators Application"
- Indicate if payment is for a renewal



City of Phoenix
PLANNING & DEVELOPMENT DEPARTMENT

Credit Card Authorization Form
Required for Payments Made by Alternate Users

I, _____, hereby authorize the City of Phoenix
Cardholder's Name
Planning & Development Department to charge my credit/debit card in the amount of

\$ _____ for _____
Description of Program/Services

Renewal fee? Y N

Card type: Visa Master Card American Express Discover

Card number

Expiration date

Cardholder's signature

Date

Name as it appears on credit card

Phone

Receipt requested? Y N

Email address

Credit card **Billing** address

City

State

Zip

Person Authorized to Use Card (if different than cardholder)

Phone

Receipt requested? Y N

Email address

Contact Person (if different than cardholder)

Phone

Receipt requested? Y N

Email address

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