The purpose of this document is to outline the internal and external procedure for Electronic Plan Review (EPR) self-certified plan submittals.

I. Pre-Submittal Requirements

A. Self-Certified Professional

1. Completes appropriate Self-Certification permit application and submittal checklist.

2. Depending on the type of submittal, the following staff approvals may be required prior to submitting plans:
   a. Final Site Plan
   b. Single Family Design Review
   c. Updated Tenant List
   d. Plat or Lot Split
   e. Civil Plans (Grading & Drainage, Paving)
   f. Landscape Plan (including Inventory and Salvage)
   g. Storm Water Management Plan
   h. Fire Flow Test and Site Fire Review
   i. Building Code Modification and Appeals
   j. Address Verification
   k. Plot Plan and Elevations (Residential only)
   l. Zoning Compliance
   m. Cross Access Agreement
   n. Off-Site Civil Reviews
   o. Alternate Paving
   p. Percentage of covered parking

3. Obtains required approvals outlined in the Self-Certification permit application and submittal checklist.
   a. If not obtaining approvals, allow 48 hours for EPR Senior Engineering Technician to coordinate and obtain clearances on the Self-Certification permit application and Water and Sewer Service Information Request Form (if applicable)**.**

4. Acknowledges that plans are stamped and signed by the Self-Certified professional.

5. Verifies **each page** of the construction plans has the following self-certification notation:

SELF-CERTIFIED BY: _____ _____
(*Insert name of Self-Certified Professional) Date*
• *Plans were prepared by or under the direct supervision of, or reviewed by the Self-Certified Professional,*
• *Plans are complete.*
• *The plans are, as of the date of submission, in compliance with City of Phoenix building, civil, site, and zoning codes, ordinances, and all other applicable laws.*

6. Verifies owner/contractor notice is on cover sheet of plans.

"This project has been permitted under the City of Phoenix Self-Certification program. The project is subject to audit and field inspection by the Planning & Development Department. If the construction of the project is contrary to, or does not meet the standard of the City of Phoenix Building Construction Codes, the owner, at his/her own expense, shall remove or modify any and all components that do not conform. Any deviations from the approved plan must be coordinated in advance with the city inspector and revised plans or sketches must be provided by the self-certified professional."

II. Plan Submittal

For self-certified projects over 50 plan sheets that are subject to Automatic Audit, provide one paper copy of the self-certified plan set to the EPR Senior Engineering Technician within 5 days of submittal. If the self-certified plan set is not received prior to permit issuance, the self-certified plans will be placed on hold until received.

For self-certified projects over 50 plan sheets that are selected for a Random Audit, the applicant will be notified to provide one paper copy of the self-certified plan set to the EPR Senior Engineering Technician prior to batch stamping of the approved self-certified plan set. If the self-certified plan set is not received prior to batch stamp, the self-certified plans will be placed on hold until received.

The paper copy of the self-certified plan set will be used for audit plan review. See section V for Self-Certified Paper Copy Plan Set Submittal.

A. Applicant – Application and Plan Upload

1. Completes online web application located at:
   https://www.phoenix.gov/pdd/onlineservices/electronic-plan-review

2. Uploads plans and documents into ProjectDox.
   a. Plan sheets shall be uploaded to the "Drawings" folder.
   b. The following items shall be uploaded to the "Supporting Documents" folder:
      • Self-Certification Submittal Checklist (must be signed and dated)
      • Self-Certification Permit Application with staff approvals (must be signed and dated)
      • Professional of Record Statement
      • Owner/Tenant Certification Statement
      • Hold Harmless Letter
      • Professional Liability Insurance Certificate
      • Energy Code Compliance Certificates (if applicable)
      • Water Meter Worksheet (if applicable)
      • Water & Sewer Service Information Request Form (if applicable)
      • Structural Peer Review Certificate (if applicable)
      • Electrical Peer Review Certificate (if applicable)
      • Structural Calculations (if applicable)
      • Geotechnical Report (if applicable)
      • Project Specifications (if applicable)
      • Special Inspection Certificates (if applicable)

3. Verifies that all plan sheets and documents are in accordance with Electronic Plan Review Submittal Standard Guidelines.
    a. If plan sheets or documents have been uploaded incorrectly. Files can be deleted by selecting the file and clicking on the red "X" in ProjectDox. If you need to delete files any time after completing the "Applicant Upload Confirmation" task, contact EPR Senior Engineering Technician at 602-534-5933 to accommodate this request.

4. Completes "ApplicantUpload_Confirmation" task in ProjectDox.

B. Intake Staff – Administrative Review

1. Receives email notification from ProjectDox of incoming plan submittal.

2. Verifies the professional is on the approved Self-Certification list.

3. Verifies plans and all required documents have been provided.

4. Verifies all required approvals have been obtained.

5. Verifies project meets eligibility criteria.

6. Verifies that all plan sheets and files are in accordance with Electronic Plan Review Submittal Standard Guidelines.
    a. If submittal does not meet the minimum requirements of the Self-Certification program or EPR Standard guidelines, sends submittal back to applicant with explanation of deficiencies in ProjectDox.

7. Creates temporary self-certification plan number and enters $300.00 intake fee.

8. Enters comment into ProjectDox Eform of $300.00 intake fee and completes ProjectDox task.

C. Applicant – Fee Payment

1. Receives email notification from ProjectDox of administrative fees due for processing of plan submittal.

2. Pays applicable fees in person, by phone or on-line at:
    https://www.phoenix.gov/pdd/onlineservices

3. Completes "Fee Payment" task in ProjectDox.

III. Plan and Permit Processing

A technical review of plans is not initially performed by staff for self-certified plans, but a limited cursory screening is performed by technical staff to ensure there are not obvious life safety violations, that water meters are sized correctly, and any applicable grease interceptors have gone through the appropriate approval process. All self-certified plan submittals are subject to either a random or automatic audit.

A. Intake Staff – Verifies Information

2. Screens plans and documents to ensure complete submittal and all necessary items have been provided.
   a. If the plan cannot be permitted, the applicant will be notified of the deficiencies and required to submit/revise plans and/or supporting documents within a specified time frame (to be determined by Intake Staff based on the deficiencies). Communicates to applicant additional fees will be charged ($150/hour) if additional intake is required.
   b. If the applicant does not submit/revise the requested plans and/or documents with the specified time frame, the permit will be denied and the applicant will have to make a new submittal with payment of applicable fees.

3. Creates permit in KIVA and enters applicable fees.

4. Verifies paper copy of self-certified plan was provided by applicant, if applicable.

5. Completes required tasks in ProjectDox.

IV. Permit Payment and Plan Download

A. Applicant – Final Fee Payment

1. Receives email notification from ProjectDox for payment of permit fee(s).

2. Pays applicable fees in person, by phone or on-line at:
   https://www.phoenix.gov/pdd/onlineservices

3. Completes "FinalFeePayment" task in ProjectDox.

B. EPR Senior Engineering Technician – Final Fee Verification and Batch Stamp

1. Receives email notification from ProjectDox to verify payment of permit and all applicable fees.

2. Batch stamps required plan sheets with Self-Certification stamp and completes task in Project Dox.

C. Applicant – Download Approved Plans

1. Receives email notification from ProjectDox that approved plans are ready for download.

2. Downloads stamped plans from the "Approved Plan Set" folder in ProjectDox.

3. Must provide hard copy of plans on project site.

4. Request applicable inspections online at https://www.phoenix.gov/pdd/onlineservices or call 602-495-0800.

V. Audit Paper Plan Set Submittal (Only Required for Self-Certified Projects Over 50 Plan Sheets)

    A. Applicant

        1. Delivers one copy of the self-certified plan set with transmittal letter containing the self-certification plan number and project address to the 2nd floor Information Desk and checks in upon

        arrival requesting to see the EPR Senior Engineering Technician or Intake Staff.

    B. Information Desk

        1. Notifies EPR Senior Engineering Technician or Intake Staff of applicant's arrival.

    C. EPR Senior Engineering Technician

        1. Receives copy of self-certified plan set.
        2. Communicates to applicant audit results will be email to the Self-Certified Professional once the audit review has been completed.
        3. Coordinates project assignment, labels and routes plans for audit plan review.

VI. Project Denial

If a project has obvious life safety issues or the self-certified professional fails to provide all necessary plans and documentation after the initial staff review, the project shall be denied. The self-certified professional must start the process from the beginning, including the payment of administrative fees to process the new submittal.