



This checklist provides guidance on the required documents and information that must be provided for Self-Certification Program Grading & Drainage (G&D), landscape and parking lot projects. A **completed checklist** must be uploaded with the plans and supporting documentation. For additional information please contact the Planning and Development Department, 200 W. Washington Street, 2nd Floor, Phoenix, AZ 85003, 602-534-5933 (voice) or 7-1-1 (TTY).

The following items must be **approved prior to uploading** for electronic plan review, if applicable:

- | | |
|---|--|
| <input type="checkbox"/> Zoning Compliance | <input type="checkbox"/> Off Site Civil Reviews |
| <input type="checkbox"/> Updated Tenant List | <input type="checkbox"/> Site Fire Review |
| <input type="checkbox"/> Plat or Lot Split | <input type="checkbox"/> Address Verification |
| <input type="checkbox"/> Cross Access Agreement | <input type="checkbox"/> Alternative Paving approved |

Identify all plans that will be self-certified:

- | | |
|---|---|
| <input type="checkbox"/> Grading & Drainage Plan | <input type="checkbox"/> Storm Water Management Plan |
| <input type="checkbox"/> Landscape Plan (including Inventory & Salvage) | <input type="checkbox"/> Site Plan (Amendment or New) |

The following documents must be **uploaded with this checklist**:

- | | |
|---|---|
| <input type="checkbox"/> Self-Certification G&D, Landscape and Parking Lot Permit Application | <input type="checkbox"/> Structural Peer Review Certificate by city-approved structural peer reviewer *** |
| <input type="checkbox"/> Professional of Record Statement | <input type="checkbox"/> Structural Drawings *** |
| <input type="checkbox"/> Owner/Tenant Certification Statement | <input type="checkbox"/> Structural Engineering Calculations *** |
| <input type="checkbox"/> Hold Harmless Letter | <input type="checkbox"/> Sealed Geotechnical Report *** |
| <input type="checkbox"/> Plans including the Self-Certification Signature of notation on each sheet | <input type="checkbox"/> Special Geotechnical Inspection Certificate *** |
| <input type="checkbox"/> Copy of Professional Liability Insurance Certificate | <input type="checkbox"/> Special Structural Inspection Certificate *** |
| <input type="checkbox"/> Stormwater Post-Construction Control Operations and Maintenance Plan | |

***** Required if any retaining walls are included with Grading & Drainage plan**

I CERTIFY THAT I HAVE RECEIVED THE NECESSARY APPROVALS AS LISTED ABOVE AND THAT I HAVE COMPLETED THE DOCUMENTS REQUIRED TO SUBMIT PLANS THROUGH THE SELF-CERTIFICATION PROGRAM.

Professional of Record's Name: _____

Professional of Record's Signature: _____ Date: _____

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.