



# PLANNING & DEVELOPMENT SERVICES DEPARTMENT POLICY

<b>POLICY NAME:</b>	Self-Certified Review Program		
<b>DIVISION/SECTION:</b>	PDSD	<b>CONTACT:</b>	Chief Building Official
<b>POLICY TYPE:</b>	Internal/External		

## PURPOSE:

To provide parameters under which certain approved registered design professionals may self-certify building plans and expedite issuance of permits. The Self-Certified Review Program eliminates building plan reviews by allowing a registered design professional to take responsibility for code compliance and certify that the project complies with local, State, and Federal building regulations.

## POLICY:

### A. Scope.

1. The program shall be limited to the following projects:
  - Buildings and structures covered by the International Residential Code
  - New commercial construction and alterations except for the following:
    - Model plans
    - Buildings and structures exceeding two stories in height
    - Buildings and structures exceeding 24,000 square feet in area
    - Buildings and structures classified as Hazardous (H) Occupancy Group
    - Civic assembly occupancies (A4 & A5)
    - Electrical services exceeding 400 amperes or 22,000 amperes available fault current
    - Projects located in FEMA Special Floodplain Hazard Areas, Historic Preservation Zones, or Neighborhood Preservation Zones
2. The program shall only apply to building safety related codes (Tucson City Code Chapter 6) and shall not apply to zoning, parking, sign, fire, landscaping, grading, storm water, floodplain, or other City of Tucson adopted regulations.
3. Inspections must be completed by City staff or by an approved third-party inspection agency. Permit approval pursuant to the Self-Certified Review Program does not preclude future code enforcement action if deficiencies are identified and not corrected.
4. An Appeal to the Building Official may be filed within ten (10) days of an inspection or plan review audit should the applicant disagree with the interpretation of the building code deficiency. A decision from the building official shall be provided within ten (10) days of a properly filed appeal and such decision shall be final.
5. All projects submitted for the Self-Certified Review Program are subject to audit by the City of Tucson. An audit record shall be maintained by department staff. Repeated and/or major deficiencies will result in possible suspension for one year from the Self-Certified Review Program and notification to the City of Phoenix Development Services Department (if applicable). Design professionals suspended from the Self-Certified Review Program must obtain new pre-approval

by the City of Tucson or obtain a new certification from the City of Phoenix (if applicable) to participate in the program again.

6. The Self-Certified Review Program does not exempt compliance with the requirements of the adopted building codes. Applicants assume all responsibility for code compliance. Plan deficiencies discovered during inspection or plan review audit shall be corrected by the applicant. Revised plans conforming to the adopted building codes and correcting all noted plan deficiencies shall be provided to the department prior to recommencing work or permit approval.

7. Participation in the Self-Certified Review Program shall not impose additional fees or reduce fees.

**B. Professional Qualifications.** Self-Certified Review Program participant qualifications:

- Architect or structural engineer registered in Arizona for at least three years to certify building plans and
- Maintain current certification from the International Code Council as a Commercial Building Plans Examiner and be pre-screened by the City of Tucson or Successful, current completion of self-certification training from the City of Phoenix Planning & Development Department

**C. Submittal Requirements.** Self-Certified plans shall contain all information normally required for plans reviewed by department staff. The following documents must be provided along with the self-certified plans at time of application.

- A completed self-certification form and hold harmless letter shall be submitted with the application for each project. The program is all inclusive for each project, i.e. all construction trade work requiring permits for a project shall be self-certified. Each page of the construction plan shall contain the following:

SELF-CERTIFIED BY: \_\_\_\_\_  
 (Name of Self-Certifying Design Professional) (Date)

**D. Procedures.** Applicants seeking participation in the Self-Certified Review Program shall:

- Identify the project as self-certified at time of project application,
- Obtain administrative review approval (completeness check), and
- Obtain plan review approvals for zoning, parking, engineering, signs, fire, landscaping, grading, storm water, floodplain, and other adopted regulations through the normal UDC process.

**DIRECTOR APPROVAL**

\_\_\_\_\_  
 Scott Clark, Director

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 Date

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