



**Transportation &
Development Department**

**Development Services
Division**

**Policy No. DSD-
Effective**

SELF-CERTIFICATION OF BUILDING PLANS

PURPOSE: To provide parameters under which approved registered design professionals may self-certify building plans and expedite issuance of permits.

POLICY:

Scope. The program shall be limited to:

- Interior remodels of structures covered by the International Residential Code
- Interior tenant improvement projects for commercial occupancies excluding buildings or portions of buildings:
 1. exceeding two stories in height,
 2. exceeding 25,000 square feet in area,
 3. including a new commercial kitchen(s),
 4. including any H occupancy,
 5. including new electrical service(s) exceeding 400 amps,
 6. including structural alterations involving lateral design
 7. including any exterior alterations i.e. façade alterations, additional building equipment visible from the exterior
 8. located in the City Center District (CCD)

The program shall not be applicable to model plan submittals. The program only applies to building safety related codes (City of Chandler Code of Ordinances chapter 29) and not zoning, parking, sign, landscaping, grading, storm water, floodplain, or other land development codes

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

- be currently registered as a design professional with the State of Arizona
- maintain current certification from the International Code Council as a Commercial Building Plans Examiner
- be pre-approved by the Building Official (a list of pre-approved registrants will be maintained by the department)



Submittal Requirements: Applicants shall submit an application to participate in the program along with resume and supporting documentation for approval by the building official prior to submitting self-certified plans for permit. Self-certified plans shall contain all information normally required for plans reviewed by department staff. A self-certification form and hold harmless letter shall be filled out 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 plans shall contain the following:

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

IMPLEMENTATION:

A Pre-submittal meeting is held and any zoning or civil clearances and approved addressing is obtained prior to submittal/issuance.

Project must receive written approval from the Building Official or Plan Review Manager to be processed as a Self-Certified.

An application shall be submitted, complete with a hold harmless agreement and an Owner’s acknowledgement form and Wastewater Discharge Questionnaire.

All projects participating in the program will be subject to a staff audit, post permit issuance. Corrections may be necessary. Re-submittal for auditing may be necessary.

Once a full set of self-certified plans and forms are confirmed to be in order, a permit may be issued to a licensed contractor. Fire subcontractors must be on the City of Chandler Fire Departments approved installers list. Bond exemption certificates and any city licenses must also be in order.

After acceptance of the application, the permit will be processed over-the-counter.

Self-certified plans will be randomly audited by building safety plans examiners for completeness and compliance with all codes. Repeated and/or major deficiencies may result in revocation of approval to participate in the program. Any plan deficiencies discovered during inspections will be corrected and revised plans submitted to DSD.

Fees: Normal Plan Review and Permit fees will apply. There will be no reduction in plan review fees for self-certification.





Building Self-Certification Form

Application/Permit Number: _____ Project Address: _____

Registered Professional Attestation:

I hereby certify that all assertions made on the permit application and each page of the submitted documents which I have sealed are true, correct and compliant with the City of Chandler adopted codes and ordinances, and meet the submittal criteria published for the project type by City of Chandler Development Services Division. I further state that I have exercised a professional standard of care in the preparation, completion and submission of these documents and am aware that the Building Official will rely upon the truth and accuracy of this statement as the basis for issuance of a building permit. If it is determined by the Building Official that the submitted plans do not conform to all such regulations, I agree to immediately take all remedial measures within my control to meet the Building Official's requirements. I also agree that if I, my agents or my employees become aware of any false or inaccurate statements made in any submitted document, I will immediately take all necessary measures to correct such statements. I realize that failure to take any such corrective action may result in notification to the Arizona Board of Technical Registration.

Design Professional in Responsible Charge:
(Provide Seal)

Structural Engineer:
(Provide Seal)

Mechanical Engineer:
(Provide Seal)

Other Registrant:
(Provide Seal)



Application/Permit Number: _____ **Project Address:** _____

Owner/Tenant Attestation:

I have authorized all professionals named above to self-certify the City of Chandler Building Code portion of the plan review. I agree to take the necessary measures to correct any misrepresentation or falsification of facts made knowingly or negligently by my agents, contractors, employees, or me. I also agree to take any remedial measures, disclosed by the Development Services Division, applicant, or licensed professionals named herein, that are necessary to bring the attached plans and completed construction into conformity with all applicable provisions of the City of Chandler Code and other related local, state and federal laws and regulations.

Owner/authorized tenant name: _____

Signature: _____

Title: _____

Address: _____

Phone number: _____

Date: _____



This letter must be printed on letterhead of the property owner(s).

Date:

City of Chandler
Development Services Department
215 E Buffalo St
Chandler, AZ 85225

Re:

(Project Name)

(Project Address)

(Name(s) of Building Owner(s))

In consideration of the issuance of a building permit under the self-certification program for the project identified above, I (we),
_____ (insert name(s) of owner(s)), hereby agree to protect, defend, indemnify, and hold the City of Chandler its officers, representatives, managers and employees harmless against any and all claims, demands, awards, suits, judgment, liabilities, losses or damages arising out of, or being in any way connected with the design, construction and/or code compliance review for the above referenced project.

The obligation should not be construed to negate, waive or otherwise reduce any other right or obligation of indemnity that may exist in favor of the City of Chandler.

It is further understood and agreed that if the construction of the project is contrary to, or does not meet the standard of the City of Chandler Building Construction Codes, or the permit to be issued pursuant to this letter, I, as the owner shall, at my own expense, remove or modify any and all components that do not conform.

Sincerely,

(Building Owner(s)' Signature)