

	STANDARD OPERATING PROCEDURE BUILDING & SITE DEVELOPMENT	Number: 230.5
Approval: Yves Khawam 		Effective Date: April 16, 2007
Subject: Plan review self-certification by registrants of record		Page 1 of 3

1.0 PURPOSE:

The purpose of this document is to provide criteria for design professionals in responsible charge to self-certify the building portion of certain permitting reviews.

2.0 REVISION HISTORY:

Revised on 02/01/2008 to reflect new self certification forms and hold harmless letter. Renumbered SOP from 410.5 on 12/30/10.

3.0 PERSONS AFFECTED:

Permitting staff, inspection staff and qualifying design professionals in responsible charge.

4.0 ADMINISTRATIVE POLICY:

4.1 Program scope

This program is limited to:

- International Residential Code structures
- Commercial tenant improvement projects of a maximum of one story and 24,000 square feet not to include H occupancies, commercial kitchens, new electrical services over 400 amps, and structural alterations impinging on lateral design.

The program shall not include model plans submittals. Drawings need to be complete and meet all submittal criteria posted on our web site for the project type. This program shall be implemented as a pilot, subject to withdrawal based on poor performance.

4.2 Qualifying requirements

In order to qualify for this program, the design professional in responsible charge shall be:

- be registered in the State of Arizona
- obtain ICC certification as a building plans examiner



- obtain pre-approval from the building official

In order to maintain good standing within the program, the design professional will need to annually attend one ICC recognized code class of each discipline to include: building, electrical, plumbing, and mechanical. Attendance certificates need not be submitted to Pima County unless audited.

5.0 DEFINITIONS:

Not applicable.

6.0 RESPONSIBILITIES:

Design professionals in responsible charge selecting to self-certify the building code (Pima County Code Title 15) review portion of their project assume the liability indicated on the program forms for bringing the structure into compliance during the construction phase to the satisfaction of the building official. Furthermore, this program shall not provide for detailed code consulting regarding components of the project. Any detailed code consulting shall require the project to be submitted within the normal plan review process.

7.0 PROCEDURES:

7.1 Eligibility approval

To be eligible for this program, the registrant shall be in good standing with Pima County Development Services and shall hold a current International Code Council certificate as a Certified Building Plans Examiner (for further information see www.iccsafe.org). Development Services shall maintain a current list of eligible registrants posted at www.pima.gov/developmentservices. Requests to be added to this list shall be put in writing to the building official, submitting a resume containing evidence of eligibility.

7.2 Self-certification form

A self-certification form and a hold harmless letter, available at www.pima.gov/developmentservices shall be filled out for each project where a building codes review waiver is sought. The program is all-inclusive and shall not allow for partial waiver of reviews for certain trades.

7.3 Routing of plans and processing of application



When applying for a permit, the applicant shall provide the self-certification form and hold harmless letter to public service personnel. Public service personnel shall attach these documents to the application and enter a notice stating: “building self-certification” in the permitting system.

Applied permits for qualifying projects shall be routed through the normal process to building safety & sustainability. Upon receipt of the application, building safety & sustainability review staff shall process the following on a walk-through basis if possible, or within 24 hours of receipt:

- Verify that the package meets posted submittal criteria
- Enter a workflow comment in the permitting system indicating that code compliance is being self-certified; delete review tasks; add an “exempt from review” task in workflow; and change the status to “complete”.
- Assess building fees as per normal review/construction (plan review fees shall not be waived for this program in order to cover costs associated with field compliance issues covered in Section 7.4)
- Stamp all plan drawings to indicate that code compliance is being self-certified by the registrant—drawings need to be complete and meet submittal criteria

7.4 Field code compliance conflicts

Building inspectors shall inspect construction as per normal inspection procedures to ensure conformance both to approved plans and to code requirements. Any deficiencies shall be corrected in the field and the design professional in responsible charge shall submit as-built drawings reflecting changes to Development Services. If the design professional does not agree with a code requirement imposed by an inspector the differing opinion may be appealed to the building official.