



Self-Certification Program Building Plan Submittal Checklist

DEVELOPMENT & SUSTAINABILITY DEPARTMENT

This checklist provides information on the required documents and information that must be provided for Self-Certification Program projects. A completed checklist must be submitted with the plans and supporting documentation. For additional information please contact the Development & Sustainability Department, 55 N. Center St., Mesa, AZ 85201 or www.mesaaz.gov

The following documents must be **approved** or signed off as N/A by city staff as part of the approval process

- Final Site Plan (Residential Only)
- Single Family Design Review
- Fire Flow Test & Site Fire Review
- Building Code Modification and Appeals
- Plot Plan & Elevations (Residential Only)
- Address Verification

The following documents, if applicable, must be **submitted with this checklist**:

- Self-Certification Permit Application*
- Professional of Record Statement*
- Owner/Tenant Certification Statement*
- Hold Harmless Letter*
- Plans including the Self-Certification Signature Notation on each sheet*
- Copy of Professional Liability Insurance Certificate*
- Energy Code Compliance Certificate
- Res Check Comm Check
- Pre-approvals
- Approved code modifications
- Fire CD
- Water Meter Worksheet
- Water & Sewer Service Information
- Structural Peer Review Certificate by city-approved structural peer review
- Structural Engineering Calculations
- Project Specification Book
- Special Inspection Forms
 - Electrical Structural Mechanical
- Industrial Pretreatment form
- Hazardous material inventory statement
- Shop drawings/Equipment lists
- Construction Document CD (PDF format) for Development Services records retention.

*** Required for every project**

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



Professional of Record's Name: _____

Professional of Record's Signature: _____

Date: