

The purpose of this document is to outline the process for self-certified plan submittals.

I. Pre-Submittal Requirements

A. Self-Certified Professional

1. Completes appropriate Self-Certification permit application and submittal checklist/s (signed and dated).
2. Obtains required approvals per applicable Self-Certification submittal checklist and application. Depending on the type of submittal, the following staff approvals may be required prior to submitting plans:
 - a. Design Review if exterior work is involved
 - b. Plat or Lot Split
 - c. Building Code Modification and Appeals
3. **Each page** of the construction plans **must** have the following:

SELF-CERTIFIED BY: _____
(Insert name of Self-Certified Professional) *Date*

- Plans were prepared by or under the direct supervision of, or reviewed by the Self-Certified Professional,
- Plans are complete.
- The plans are, as of the date of submission, in accordance with the requirements of the Mesa Building Code and all other applicable laws.

II. Plan Submittal

A. Self-Certified Professional

1. Apply for a permit. Include "Self Certified" in the description.
2. Upload drawings and supporting documents into the DIMES portal.
3. Email Permitservices@mesaaz.gov to notify the permitting department.

B. Administrative Staff

1. Verifies the Self-Certified Professional is on the approved list.
2. Verifies plans and all required documents have been provided.
3. Verifies all required approvals have been obtained. Emails applicant if not.
4. Fills out occupancy tab in DIMES
5. Specifies the inspections
6. Stamps the drawings APPROVED with the stipulation "subject to audit".
7. Verifies fees paid and contractor information.
8. Notifies the applicant that the permit is ready.

C. Self-Certified Professional

1. Receives email notification from Permit Technician of permit fees due for processing of plan submittal.
2. Pays applicable deposit in person, by phone or on-line.
3. Prints the stamped drawings for the field.