



Community Development

16000 N. Civic Center Plaza

Surprise, AZ 85374

Ph 623-222-3000

Fax 623-222-3002

TTY 623-222-1002

Self-Certification Program Program Overview

The Self-Certification Program allows a registered professional to bypass the normal plan review process and obtain permits in 5 business days. Participating professionals must meet minimum qualifications and hold a City of Phoenix Certification.

Professional Qualifications

- Architect or structural engineer registered in Arizona for at least three years to certify building plans
- Successful completion of self-certification training from the City of Phoenix Planning and Development Department

Submittal Requirements

- Building projects must obtain all planning and zoning, and civil construction approvals as necessary prior to application acceptance
- A Structural Peer Review Certificate by a City of Phoenix approved Structural Peer Reviewer is required for projects with structural components
- Fire protection plans and permits cannot be self-certified
- All plan sheets must be sealed by a professional registered in the State of Arizona
- Additional program requirements include the following:
 - Hold-harmless letter signed by the property owner
 - Property owner/applicant certification statement
 - A copy of the Self-Certified Professional's Certificate of Insurance
 - Professional of Record Statement signed by all registrants
 - Fire Prevention Inspection Results (TI's only)
 - Fire Protection Acknowledgement Form
 - Sewer Declaration
- Current forms and checklists are on-line at www.surpriseaz.gov

Eligibility

Eligible projects include:

- All new building construction and alterations not included in the Not Eligible list below.

Projects not eligible:

- Hazardous occupancies
- New high-rise buildings (occupied floor more than 75' above Fire Department access)
- Projects located in a Hillside Development Area
- Extra-large assembly occupancies (A4 and A5)
- Projects located in FEMA Special Floodplain Hazard Areas
- Any project where construction has taken place without benefit of a permit



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Eligibility

Eligible projects include:

- Interior alterations and tenant build-outs of business, mercantile, factory, assembly, and storage
- New construction of residential or commercial buildings up to 4 stories

Projects not eligible:

- New high-rise buildings
- Projects located in Floodplain Hazard Areas
- Hazardous Occupancies
- Extra large assembly occupancies (A4 and A5)
- Any project where construction has taken place without benefit of a permit



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Self-Certification Program Intake Process and Permit Issuance

Prior to Scheduling Self-Certification Concept Review Meeting

Self-Certified Professional:

1. Ensures required design approvals are obtained (Final Plat, Site Plan, Conditional Use, etc.)
2. Verifies civil construction permits have been issued (Grading, Concrete, Paving, and SWPPP)
3. Completes permit application and submittal checklist
4. Obtains permit and development impact fee quote
5. Has fire flow test conducted
6. Requests Fire Prevention Site Review and received written results (TI's Only)
7. Has annual/one time bond exemption certificate from Arizona Department of Revenue (Projects over \$50,000)
8. Each page of the construction plans contain the following statements:

Self-Certified By: _____ *Date* _____
(Insert name of Self-Certified Professional)

- *Plans were prepared by or under the direct supervision of, or reviewed by the Self-Certified Professional;*
- *Plans are complete;*
- *Plans are, as of the date of submittal, in accordance with the requirements of the Surprise Municipal Code and all other applicable laws.*

Scheduling Self-Certification Concept Review Meeting

Self-Certified Professional:

1. Visit the Information Center located on the first floor of Surprise City Hall and sign in requesting the next available Development Services staff member.
2. Provide all required documentation reflected on the Self-Certification Building Plan Submittal Checklist. Concept Review Meetings are held every Wednesday Morning. All required items must be received by 4:00 pm Tuesday for a concept meeting the following Wednesday.
3. Pay required submittal fees.

Self-Certification Program Intake Process and Permit Issuance Cont.

Concept Review Meeting

Meetings are held Wednesdays in the Development Center Conference Rooms located on the first floor of Surprise City Hall between the hours of 8:00 a.m. and 12:00 p.m.

Self-Certified Professional must attend the concept review meeting. If you are unable to attend the meeting, you must notify Development Services for rescheduling.

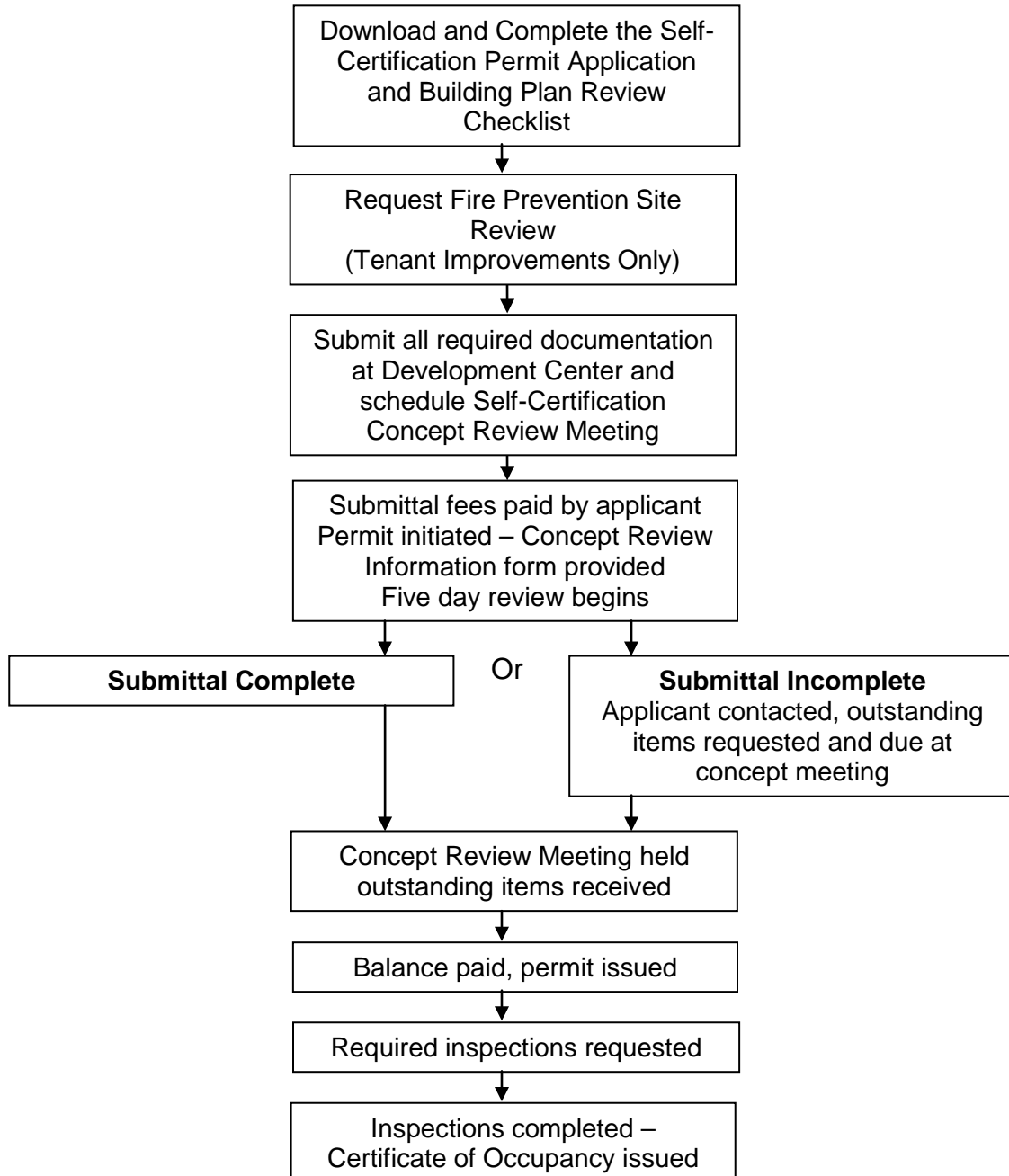
All eligibility requirements and submittal documents are reviewed for compliance by necessary city staff prior to the meeting. In the event there are outstanding items required, you will be notified in advance, and the item(s) will be required at the meeting. If all requested items are not received, the permit will not be issued.

If the submittal remains incomplete for a period of 10 calendar days or more without being rescheduled, or has obvious life safety building code concerns, the permit will be denied. The Self-Certified Professional must remedy the concerns and restart the process.

Once staff verifies all requested submittal documents and plans are received and in compliance with the Self-Certification Program, the Self-Certified Professional will be directed to the cashier to pay the remaining balance of permit and Development Impact Fees.

After proof of payment has been received, the issued permit and approved field plans will be provided.

Self-Certification Permit Process





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Building Permit Fee Quote Request

Project Name: _____

Assessor Parcel Number: _____

Project Address/Cross Streets: _____

Contact Name: _____

Phone: _____ E-Mail: _____

Will this be a Self-Certified project?

- Yes No

Will any of these items be deferred?

- Trusses/Steel Joist Fire Sprinklers Fire Alarms
Fire Hood Other:

Tenant Improvement

Project Valuation (labor and materials): _____

New Construction

Number of buildings: _____

Number of stories: _____ Number of units: _____

Canopy/Awning area: _____ Outside Dining area: _____

Building Data:

Table with 2 columns: Occupancy and Construction Type, Building Area Square Footage

Landscape Cost Estimate: _____

Domestic water meter quantity and size: _____

Irrigation water meter quantity and size: _____



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Self-Certification Program Building Plan Submittal Checklist

This checklist outlines the required documentation and information that must accompany all Self-Certification projects.

The following items must be completed prior to requesting a Self-Certification Concept Intake Meeting:

- √ Approved Design Review (Final Plat, Site Plan, Conditional Use, etc.)
- √ Civil Construction Permits Issued (Grading, Concrete, Paving, SWPPP)
- √ Fire Flow Test
- √ Fire Prevention Site Review Inspection (TI's Only)
- √ Building Permit Fee Quote (Including landscaping when applicable)
- √ Arizona Department of Revenue Annual/One Time Bond Exemption Certificate (Projects over \$50,000)

A copy of the completed checklist must be provided with the items listed below in order to schedule a Self-Certification Concept Intake Meeting:

- Self-Certification Permit Application*
- Owner/Applicant Certification Statement*
- Professional of Record Statement*
- Hold Harmless Letter*
- Copy of Professional of Record Liability Insurance Certificate*
- Two Sets of Construction Plans Including Self-Certification Signature on each Sheet*
- Fire Protection Acknowledgement*
- Results of Fire Prevention Site Review Inspection (TI's only)
- Lease Agreement/Proof of Ownership
- Structural Peer Review Certificate by City of Phoenix Approved Structural Peer Reviewer (When project includes structural components)
- Sewer Declaration
- Structural Engineering Calculations
- Geotechnical Report
- Water Meter Application (Surprise water service area only, when applicable)

Self-Certification Program
Building Plan Submittal Checklist Cont.

- Energy Code Compliance Certificate (May be reflected on plans)
- Project Specification Book
- Special Inspection Certificates
 - Structural
 - Mechanical
 - Electrical
 - Geotech
- Fees:
 - Self-Certification Meeting \$300.00
 - Administrative Processing – amount will be provided with fee quote
- Other: _____

****Required for every project regardless of scope of work.***

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 Name

Professional of Record Signature

Date



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**Self-Certification Program
Permit Application**

Request

Project Valuation: _____ Description of Work: _____

Property Information

Property Address: (If known) _____

Property Location: _____

Business name: _____

Assessor Parcel Number: _____ Lot Number: _____

Subdivision Name: _____

Property Owner Information

Name: _____ Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Alternate Phone: _____ Email: _____

Primary Contact Information

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person 1: _____ Title: _____

Phone: _____ Email: _____

Contact Person 2: _____ Title: _____

Only the primary contact(s) listed above will be notified of submittal status.

Self-Certification Program
Permit Application Cont.

General Contractor Information

Company Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
ROC License Number: _____ Business License Number: _____
Contact Person 1: _____ Title: _____
Phone: _____ Email: _____
Contact Person 2: _____ Title: _____
Phone: _____ Email: _____

Falsification of information on this document for the purpose of evading State Licensing Laws is a Class II Misdemeanor pursuant to ARS § 13-2704.

Professional of Record Information

Name: _____ Company Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Fax: _____
Arizona License Number: _____ Email: _____
Self-Certification Date of Completion: _____ Registration Number: _____
Professional of Record Signature: _____

The owner or authorized agent for the owner of the subject lot or parcel guarantees the information and plans provided are correct to the best of their knowledge including recorded lot dimensions and structure locations.

Owner/Agent Printed Name

Owner/Agent Signature

Internal Use Only

Received By: _____ Date: _____

Permit Number(s): _____



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Self-Certification Program
Fire Prevention Site Review Inspection Results

Project Address: _____

Fire Prevention staff has conducted a site inspection at the location reflected above. Based on the information and/or documentation presented, the results are as follows:

- A separate Fire Protection Permit, issued by Development Services, is not required.
A separate Fire Protection Permit for the items listed below, issued by Development Services, is required and must be issued prior to an above grid ceiling (660), top out (522C), or walls (650C) inspection on any Self-Certified Building Permit.

Ansul System Yes No
Fire Alarm Yes No
Fire Sprinkler Yes No

I _____, as a duly Arizona Licensed Design Professional, hereby certify that the information/documentation provided to Fire Prevention Staff was consistent with the project proposed at the address reflected above.

I understand that in the event a determination is made that information or documentation could have been provided that would have impacted the decision made by Fire Prevention staff above, it could cause delays including denial of the self-certified building permit.

Signature _____ Arizona License Number _____

Internal Use Only
Fire Prevention Division: _____ Date: _____



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Self-Certification Program
Fire Protection Acknowledgement

Professional of Record Name: _____ City of Phoenix Registration Number: _____
Project Address: _____

I hereby certify I have read and understand the Fire Protection portion of the Self-Certification Rules and Regulations which indicate the following:

- Fire protection is not included in Self-Certification provided by the City of Phoenix.
• A separate Fire Protection Permit approved by the Fire Prevention Division, issued by Development Services, is required on all new commercial and some new residential construction.
• A separate Fire Protection Permit is required for any modifications to Fire Systems, Access, Special Hazards, or Life Safety systems most of the time.
• Although a building permit may be issued by Community Development, I am unable to request a building permit inspection beyond an Above Grid Ceiling (660), Wall (650C), or Top Out (522C), without first having a Fire Protection permit approved by the Fire Prevention Division, issued by Development Services.
• Fire Prevention staff has conducted a site review (tenant improvements only) and the results will be provided to the Development Services Division.

I recognize that if construction has taken place that is contrary to, or does not meet the standard of the Surprise Municipal Code, or the permit issued pursuant to this acknowledgement, I agree to immediately take all remedial measures within my control, to meet their requirements.

I realize that any corrective action required will delay my project schedule.

It is further understood and agreed that failure to take any such corrective action may result in termination of my participation in the City of Surprise Self-Certification Program, with notification to the City of Phoenix, and the Arizona Board of Technical Registration.

[] ARCHITECT [] STRUCTURAL ENGINEER [] CIVIL ENGINEER

Signature: _____
Printed Name: _____
Address: _____
City: _____ State: _____ Zip: _____

Affix Seal Here



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Self-Certification Program Hold Harmless – Sample Letter

This letter must be printed on property owner's letterhead

Date

City of Surprise
Community Development
16000 N Civic Center Plaza
Surprise, Arizona 85374

Re: *Project Name*
Project Address
Property Owner Name

Dear Building Official:

In consideration of the issuance of a construction permit under the Self-Certification Program for the project address identified above, I, (*insert owner's name*), hereby agree to protect, defend, indemnify, and hold the City of Surprise, and their 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 the favor of the City of Surprise.

It is further understood and agreed that if the construction of the project is contrary to, or does not meet the standard of the Surprise Municipal Code, 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,

Property Owner Signature



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Self-Certification Program
Owner/Applicant Certification Statement

This statement must be signed by the property owner/applicant responsible for the proposed scope of work.

Project Address: _____

I have authorized all professionals named on the associated construction plans and supporting documentation. 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 myself. I understand that this Self-Certified project is being approved for a building permit subject to audit and/or field inspection. I agree to take any remedial measures, disclosed by the City of Surprise and/or, licensed professionals, or contractors, that are necessary to bring the associated plans and any completed construction into compliance with the Surprise Municipal Code, and other related state and federal laws and regulations.

Owner / Applicant:

(Printed Name of Individual, Corporation, Partnership, or LLC, as Applicable)

(Signature of Individual or Authorized Agent for the Corporation, Partnership, or LLC, as Applicable)

(Title of Agent for the Corporation, Partnership, or LLC, as Applicable)

Phone Number



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Self-Certification Program
Professional of Record Statement

Professional of Record Name: _____ City of Phoenix
Registration Number: _____
Project Address: _____

I hereby certify I have read the Professional of Record Statement portion of the Self-Certification Rules and Regulations, including but not limited to the following:

- The assertions made on the permit application are true and correct.
- The attached application and each page of the plans that I have stamped were personally prepared or reviewed by me, and submitted herewith they are complete and in accordance with all applicable provisions of the Surprise Municipal Code and any applicable state or federal laws, as of this date.
- I have exercised a professional standard of care in the preparation, completion, and submittal of these documents and I am aware that the Building Official for the City of Surprise 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 City of Surprise that the submitted plans do not conform to such laws, I agree to immediately take all remedial measures within my control, to meet their requirements.
- If I become aware of any false or inaccurate statements made in any documentation provided to the City of Surprise, whether such misrepresentations are made by agents, my employee or by me, I will immediately take the necessary measures to correct such statements. I realize that failure to take any such corrective action may result in termination of my participation in the City of Surprise Self-Certification Program, with notification to the City of Phoenix, and the Arizona Board of Technical Registration.

ARCHITECT STRUCTURAL ENGINEER CIVIL ENGINEER

Signature: _____

Printed Name: _____

Affix Seal
Here

Address: _____

City: _____ State: _____ Zip: _____

Self-Certification Program
Professional of Record Statement

Design Team

I hereby certify the following information:

- Each page of the plans that I have stamped were personally prepared or reviewed by me and submitted herewith are complete and in accordance with all applicable provisions of the Surprise Municipal Code and any applicable state or federal laws, as of this date.
- I have exercised a professional standard of care in the preparation, completion, and submittal of these documents and I am aware that the Building Official for the City of Surprise 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 City of Surprise that the submitted plans do not conform to such laws, I agree to immediately take all remedial measures within my control, to meet their requirements.
- If I become aware of any false or inaccurate statements made in any documentation provided to the City of Surprise, whether such misrepresentations are made by agents, my employee or by me, I will immediately take the necessary measures to correct such statements. I realize that failure to take any such corrective action may result in termination of my participation in the City of Surprise Self-Certification Program, with notification to the City of Phoenix, and the Arizona Board of Technical Registration.

Architect

Signature: _____

Printed Name: _____

Address: _____

City: _____ State: _____ Zip: _____

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Structural Engineer

Signature: _____

Printed Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Affix Seal
Here



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Self-Certification Program
Professional of Record Statement

Electrical Engineer

Signature: _____

Printed Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Affix Seal
Here

Plumbing/Mechanical Engineer

Signature: _____

Printed Name: _____

Address: _____

City: _____ State: _____ Zip: _____

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Civil Engineer

Signature: _____

Printed Name: _____

Address: _____

City: _____ State: _____ Zip: _____

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Self-Certification Program
Sewer Declaration

Project Name: _____

Project Address: _____

Applicant/Owner Information: _____

Applicant/Owner Contact: _____

Please provide separate documents that reflect all design criteria.

Table with 3 columns: Category, Yes, No, and If no, provide explanation. Rows include Domestic Sanitary Waste, Indirect Waste, Commercial, and Industrial Discharge (Pre-treatment permit issued).

I certify that the building construction plans submitted for the above referenced project comply with all applicable city ordinances and standards, including Federal, State, and County requirements. I understand that failure to address any or all of the applicable items associated with this project could cause delays including denial of said permit.

I _____, as a duly Arizona Licensed Design Professional, hereby certify that the plans, specifications, and attachments, hereto are consistent with this project.

Signature _____ Arizona License Number _____

Internal Use Only
Environmental Division: _____ Date: _____



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**Self-certification Program
Structural Peer Reviewer Certificate**

This form must be completed for all projects that include structural work components

Project Name: _____

Project Address: _____

Scope of Work: _____

Structural Engineer of Record Information

Name: _____ Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

AZ License: _____ Email: _____

Self-Certification Date of Completion: _____ Certificate: _____

Structural Engineer of Record Signature: _____

Structural Peer Reviewer Information

Name: _____ Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

AZ License: _____ Email: _____

I hereby certify that I have reviewed the structural portion of the plans being submitted for the project listed above and agree they are complete and in accordance with the Surprise Municipal Code, and any applicable state or federal laws, as of this date; I have participated in City of Phoenix sponsored training and am listed on their approved list of structural peer reviewers; I have exercised a professional standard of care in reviewing these plans and am aware that the City of Surprise will rely upon the truth and accuracy of this statement as the basis for issuance of a building permit.

Structural Peer Reviewer Signature: _____ Date: _____



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Special Inspection and Testing Agreement Instructions

Applicants for building permits requiring special inspection per Chapter 17 of the 2012 International Building Code (IBC) must complete the attached agreement form and certificate prior to the issuance of building permits.

- The project owner, architect or engineer of record, contractor and special inspector or firm must sign and date the agreement where indicated. Designated special inspectors shall provide evidence of qualifications and should carry approved identification at all times when performing special inspections.
- The owner, architect or engineer of record, acting as the owners' agent, shall complete the Special Inspection Certificate form including the required seals and signatures.

Approval of Special Inspections: Each special inspector shall be approved by the Building Safety Division prior to performing any duties. Each special inspector shall submit his/her qualifications to the Building Safety Division and is subject to a personal interview for pre-qualification. Special inspectors shall possess approved identification when performing the function of a special inspector.

Special inspection and testing shall meet the minimum requirements of the 2012 IBC, Chapter 17. The following conditions are also applicable:

A. Special Inspector Responsibilities

1. Observe Work

The special inspector shall observe the work for conformance with the Building Safety Division approved design drawings and specifications and applicable workmanship provisions of the IBC. Architect/Engineer reviewed shop drawings and/or placement drawings may be used only as an aid to be inspected. Special inspections are to be performed on a continuous basis, meaning that the special inspector is on site in the general area at all times observing the work requiring special inspection. Periodic inspections must have prior approval by the Building Safety Division based on a separate written plan reviewed and approved by the Building Safety Division and the Architect or Engineer of Record.

2. Report Nonconforming Items

The special inspector shall bring nonconforming items to the immediate attention of the contractor and note all such items in a daily report. If any item is not resolved in a timely manner or is about to be incorporated in the work, the special inspector shall immediately notify the Building Safety Division by telephone or in person, notify the Architect or Engineer of Record and post a discrepancy notice.

3. Furnish Daily Reports

All special inspectors shall complete and sign both the special inspection record and the daily inspections report form. The records and reports are to remain at the jobsite with the contractor for review by the Building Safety Division's inspector.

4. Furnish Weekly Reports

The special inspector or inspection agency shall furnish weekly reports of tests and inspections directly to the Building Safety Division, Architect or Engineer of Record, and others as designated. The weekly reports must include the following:

- Description of daily inspections and tests made with applicable locations;
- Listing of all nonconforming items and report on how nonconforming items were resolved or unresolved as applicable;
- Itemized changes authorized by the Architect or Engineer of Record and the Building Safety Division, if not included in nonconformance items.

Proposed changes to the approved plans must be submitted to the Building Safety Division before the work can be covered and must bear an original seal/signature of the Architect or Engineer of Record.

5. Furnish Final Report

The special inspector or inspection agency shall submit a final signed report to the Building Safety Division and the Architect or Engineer of Record noting that all items requiring special inspection and testing were fulfilled, reported, and to the best of his/her knowledge in conformance with the approved design drawings, specifications, change orders, and the applicable workmanship provisions of the IBC. Items not in conformance, unresolved items or any discrepancies in inspection coverage (i.e., missed inspections, periodic inspections when continuous was required, etc.) shall be specifically itemized in this report.

B. Contractor Responsibilities

1. Notify the Special Inspector

The contractor is responsible for notifying the special inspector or agency regarding individual inspections for items listed on the attached schedule and as noted on the Building Safety Division approved plan. Adequate notice shall be provided so that the special inspector has time to become familiar with the project.

2. Provide Access to Approved Plans

The contractor is responsible for providing the special inspector access to approved plans at the jobsite.

3. Retain Special Inspection Records

The contractor is responsible for retaining all special inspection records submitted by the special inspector at the jobsite and providing these records for review to the Building Safety inspector upon request.

C. Building Safety Division Responsibilities

1. Approve Special Inspection

The Building Safety Division shall approve all special inspectors and special inspection requirements.

2. Monitor Special Inspection

Work requiring special inspection and the performance of special inspectors shall be monitored by the Building Safety inspector. His/her approval must be obtained prior to placement of concrete or other similar activities in addition to that of the special inspector.

3. Issue Certificate of Occupancy

The Building Safety Division may issue a Certificate of Occupancy only after all special inspection reports and the final report have been submitted and accepted.



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Special Inspection and Testing Agreement

Project Name: _____

Project Address: _____

Permit Number: _____

Acknowledgements

I have read and agree to comply with the terms and conditions of this agreement.

Owner:

Printed Name

Signature

Contractor:

Printed Name

Signature

Special Inspector or Inspection Agency:

Printed Name

Signature

Project Architect or Engineer:

Printed Name

Signature

Accepted for the Building Safety Division:

Name and Title

Date



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Special Inspection Certificate Instructions

- **Certificate of Inspection by Owner/Agent:** The project owner or owners' agent is to identify the project architect, engineer, and general contractor and sign the form.
- **Special Inspection Responsibility Certificate:** The project owner, Architect or Engineer of Record is to designate the special inspection firm and individuals performing the special inspections. In the space provided, seal, sign and date the form, as applicable. This section is not to be completed by the special inspection firm.
- **Certificate of Compliance:** The last section is to be completed by the project owner, Architect or Engineer of Record at the completion of the project. In the space provided, seal, sign and date the form. Provide to the Building Safety inspector at the final inspection for the project.

Return the Special Inspection Certificate with original seal and signature to the Building Safety Division prior to permit issuance.



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Special Inspection Certificate

Date:	Project Name:
Permit Number:	Project Address:

Special Inspection Type:

<input type="checkbox"/> Special Grading, Excavating, and Filling	<input type="checkbox"/> Structural Steel
<input type="checkbox"/> Bolts in Concrete	<input type="checkbox"/> High Strength Bolting
<input type="checkbox"/> Concrete	<input type="checkbox"/> Structural Welding
<input type="checkbox"/> Expansion-Epoxy Anchors	<input type="checkbox"/> Spray Applied Fireproofing
<input type="checkbox"/> Insulating Concrete Fill	<input type="checkbox"/> Medical Gas-Vacuum Lines
<input type="checkbox"/> Pilings, Drilled Piers, and Caissons	<input type="checkbox"/> EIFS-Exterior Insulation and Finish System
<input type="checkbox"/> Reinforced Gypsum Concrete	<input type="checkbox"/> Type I Grease Duct Wrap
<input type="checkbox"/> Reinforcing and Pre-stressing Concrete Tendons	<input type="checkbox"/> Fire Resistant Penetrations and Joints
<input type="checkbox"/> Shotcret	<input type="checkbox"/> Electric Service Entrance 1000amps or greater (UL-891)Potential Test
<input type="checkbox"/> Ductile Moment-Resisting Concrete Frame	<input type="checkbox"/> Ground-Fault Protection of Equipment
<input type="checkbox"/> Structural Masonry	<input type="checkbox"/> Smoke Control System
<input type="checkbox"/> Reinforcing Steel	<input type="checkbox"/> Special Cases
<input type="checkbox"/> Structural Wood	<input type="checkbox"/> Other:

Certificate of Inspection by Owner/Agent:

Per the International Building Code (IBC), Chapter 17, certain aspects of the proposed construction work are to receive special inspection, by the Architect, Engineer or Special Inspector employed by me. I certify that the construction described on this form will receive such special inspection.

Project Architect (print name):	Project Contractor (print name) :
Project Engineer (print name):	Owner/Agent (print and sign name):

Special Inspection Responsibility Certificate:

I certify that I am familiar with the design of the above named project and in accordance with IBC Chapter 17. I do hereby assume full responsibility for designating the special inspectors and reviewing special Inspection reports as listed above. Inspection reports will be filed with the Building Safety Division as required under IBC, Sec. 1704.2.4. The following individual(s) will be field inspector(s) and will be present at the job site to render a full, complete and competent special inspection.

Qualified Special Inspector Name	Specialty	Seal and Sign

Certificate of Compliance:

I certify to the best of my knowledge that the design requirements of the approved construction documents for which special inspections were required have been complied with. A guarantee that the project contractor has fulfilled his contractual obligation is neither intended nor implied.

Architect, Engineer, or Owner Responsible for Special Inspection:

Print and Sign	Date
----------------	------



Community Development
16000 N. Civic Center Plaza
Surprise, AZ 85374
Ph 623-222-3000
Fax 623-222-3002
TTY 623-222-1002

Arizona Department of Revenue Bonding Requirements

The following are guidelines for compliance with **ARS § 42-5007**. This law requires that all building authorities obtain a certificate from the Arizona Department of Revenue to ensure the bonding requirement has been met prior to the issuance of any building permit for projects of \$50,000 or more in value. All qualified contractors should receive their certificate by July 31st, the expiration date of the last certificates.

There are three types of certificates issued by the Arizona Department of Revenue that allow qualified contractors to demonstrate compliance with the bond requirement:

- Annual Bond Exemption Certificate
- One-time Bond Exemption Certificate
- Bond Receipt (the actual project bond)

Provide a copy of the Annual Bond Exemption Certificate or Bond Receipt with the building permit application. The Arizona Department of Revenue will fax the One-Time Bond Exemption Certificate directly to the City of Surprise.


The One-time Bond Exemption Certificate and the Bond Receipt must specify the location of the project site.

Contractors are required to provide a certificate from the Arizona Department of Revenue for project valuations of \$50,000 or more in value.

Please direct any questions regarding the certificates or requirements to the Arizona Department of Revenue, Bond Compliance Officer at (602) 716-6056.

Certificate Example

Annual Bond Exemption



ARIZONA DEPARTMENT OF REVENUE
LICENSE & REGISTRATION SECTION
1600 WEST MONROE
PHOENIX, ARIZONA 85007-2650

BOND EXEMPTION CERTIFICATE

Issued To: 1500051352092
1500051352092
12345678

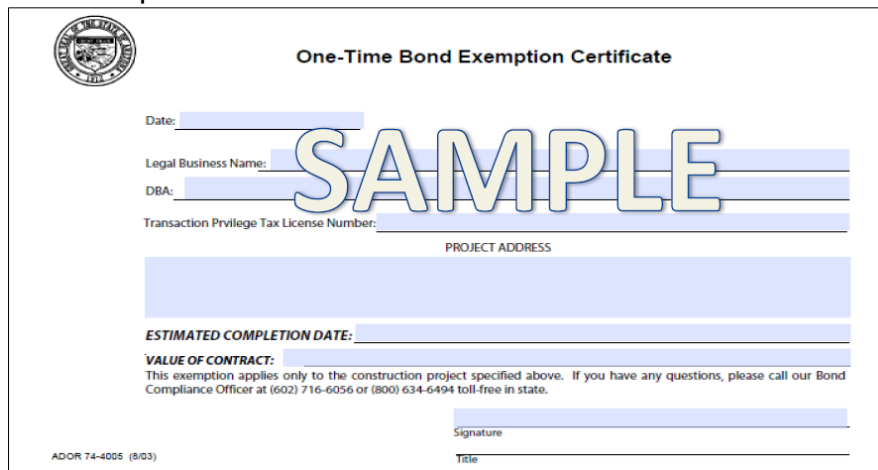
TESTING
1600 W MONROE
PHOENIX, AZ 85007

SAMPLE

THE CONTRACTOR LISTED ABOVE IS EXEMPT FROM A.R.S. 42-5007 BONDING
-NOT TRANSFERABLE-

FROM: August 1, 2015 EFFECTIVE DATE
TO: July 31, 2016

One-Time Bond Exemption



One-Time Bond Exemption Certificate

Date: _____

Legal Business Name: _____

DBA: _____

Transaction Privilege Tax License Number: _____

PROJECT ADDRESS

ESTIMATED COMPLETION DATE: _____

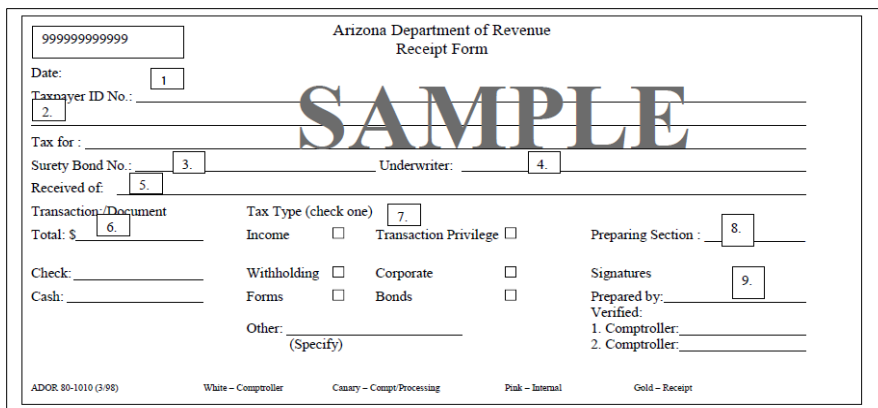
VALUE OF CONTRACT: _____

This exemption applies only to the construction project specified above. If you have any questions, please call our Bond Compliance Officer at (602) 716-6056 or (800) 634-6494 toll-free in state.

Signature _____
Title _____

ADOR 74-4005 (8/03)

Bond Receipt



Arizona Department of Revenue
Receipt Form

999999999999

Date: _____

Taxpayer ID No.: _____

Tax for: _____

Surety Bond No.: _____ Underwriter: _____

Received of: _____

Transaction: Document Tax Type (check one) _____

Total: \$ _____ Income Transaction Privilege Preparing Section: _____

Check: _____ Withholding Corporate Signatures _____

Cash: _____ Forms Bonds Prepared by: _____

Other: _____ Verified: _____
(Specify) 1. Comptroller: _____
2. Comptroller: _____

ADOR 80-1010 (3/98) White - Comptroller Canary - Compt Processing Pink - Internal Gold - Receipt