



## **PURPOSE**

The City of Phoenix Development Services Department offers owners, developers and contractors (permit applicant) the ability to use approved certified reviewers (reviewer) to perform building plan review functions. This program is called the Third Party Building Plan Review Program.

Types of plans eligible for Third Party Building Plan Review are: commercial and residential building, mechanical, plumbing, electrical, and structural plans. This optional program is intended to expedite the city's review of building safety plans by assuring quality plans for review. Plans submitted under this program will be reviewed by city staff in half the current published turnaround time.

Third Party Building Plan Review is an agreement between the permit applicant and an approved reviewer. As such, the City of Phoenix is not responsible for:

- Tracking or monitoring plans during third party review,
- Managing the review schedule or other aspects of the reviewer's performance,
- Payment of costs incurred by the permit applicant,
- Mediating disputes between the permit applicant and the reviewer.

**NOTE: It is important that the permit applicant coordinate with the reviewer to perform all due diligence for issues that could ultimately affect the creation of construction documents. This includes, but is not limited to, zoning, water, fire, environmental, site and civil issues. Compliance with these codes and ordinances has the potential to alter a building design, costing additional time, money and resources.**

## **PROCEDURE**

1. Applicants electing to use the Third Party Building Plan Review Program must use a certified reviewer approved by the city.
2. For residential projects, either certified residential or commercial reviewers will be required. For commercial projects, commercial reviewers must be retained.
3. For all projects, **reviews must be obtained for all required disciplines.** Plans with partial third party reviews will not be accepted.
  - Building
  - Accessibility
  - Mechanical
  - Plumbing
  - Electrical
  - Energy
  - Structural
4. Once the reviewer certifies the plans meet code requirements, plans are submitted to the city for review. Please note, city reviewers may find additional code deficiencies and/or missing documentation.
5. Permits will be issued when all deficient items found by the city, if any, have been addressed by the applicant, corrections have been certified by the agency and approved by the Development Services Department, and all required fees have been paid.

## **QUESTIONS**

Questions regarding the Third Party Building Plan Review Program can be directed to Deborah Larkins, 602-495-0473.

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This publication can be made available in alternate formats (Braille, large print, computer diskette, or audiotape) upon request. Contact the Development Services Department at (602) 262-7811 (voice) or (602) 534-5500 (TTY).