



PURPOSE

The City of Phoenix Development Services Department invites you to apply for certification as a third party reviewer. The Third Party Building Plan Review Program offers owners, developers and contractors (permit applicant) the ability to use approved certified reviewers (reviewer) to perform building plan review functions.

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 shorten 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 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 all due diligence should be performed 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.

REQUIREMENTS

1. A reviewer must hold certification in one or more component area as shown in the table below in order to be certified as a third party reviewer by the City of Phoenix. You may obtain certification by successfully completing certification examinations administered by the appropriate agency such as ICC, IAPMO, etc.

Discipline	Certifications Required	Related Codes
Building	Building Plans Examiner	International Building Code
Accessibility	Accessibility Inspector/Plans Examiner	ICC/ANSI A117.1
Mechanical	Mechanical Plans Examiner	International Mechanical Code International Fuel Gas Code
Energy	Commercial Energy Plans Examiner	International Energy Conservation Code
Plumbing	IAPMO Plumbing Plans Examiner OR ICC Plumbing Plans Examiner	Uniform Plumbing Code International Fuel Gas Code
Electrical	Electrical Plans Examiner	National Electrical Code
Structural	Arizona Registered Structural Engineer	

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).

Discipline	Certifications Required	Related Codes
Residential (only for one and two-family structures. All disciplines must be reviewed before submitting to DSD.)	Residential Building Inspector	International Residential Code
	Residential Electrical Inspector	International Energy Conservation Code
	Residential Plumbing Inspector	
	Residential Mechanical Inspector	
	Residential Combination Inspector (may substitute for Building, Electrical, Plumbing and Mechanical)	
	Residential Plans Examiner (may substitute for Building, Electrical, Plumbing and Mechanical)	
	Residential Energy Inspector/Plans Examiner	
	Arizona Registered Structural Engineer	

2. To maintain your status as a certified reviewer, you must participate in initial and all reoccurring training by the City of Phoenix Development Services Department.
3. A certified reviewer may review plans designed by his/her firm, but may not be involved in any stage of design or preparation of the construction documents for the project under review.
4. A certified reviewer may only review components which he or she is certified to review.
5. The City of Phoenix may revoke certification of a third party reviewer for submittal of drawings and plans which do not meet the requirements of the building code, including Phoenix Amendments, and/or are incomplete, failure to follow program guidelines, or failure to maintain minimum qualifications for certification as listed above.

QUESTIONS

Questions regarding the Third Party Building Plan Review Program or inclusion on the certified reviewer list can be directed to Deborah Larkins, 602-495-0473.