



State law (A.R.S. § 9-835(D)) requires an Administrative Review of permit applications. A letter of Administrative Completeness or a Notice of Deficiency must be issued to the applicant during the Administrative Review Time Frame. This document serves as that notice. This checklist has been provided to assist the applicant in preparing a complete application. Only complete applications can be accepted for plan review.

Project Name: _____ Project Number(s): _____

Project Address: _____

Applicant Name: _____ Title: _____ Phone: _____

Administrative log-in reviewers shall check the boxes with a ☐ (Provided) or ☐ (Not provided)

REQUIRED INFORMATION:

- ☐ Three (3) sets of Carbon Dioxide Beverage System plans. Plans shall be submitted on 24" x 36" sheets, including:
- Site plan
 - Elevations if tank is inside the building with roof layout
 - Floor plan showing piping diagram, tank location for F229 permit
 - All alarm and detection device locations for F123 permit

Note: If submitted through the Electronic Plan Review system, multiple copies of submittal documents are not required.

- ☐ Manufacturer cut sheets (piping, storage vessel, detection alarms and cabinet).

Note: Modifications to all existing Carbon Dioxide Systems are to be submitted to the **Fire Department**.

Per the requirements of state law, this permit application is:

- ☐ Accepted as administratively complete.
- ☐ Deficient items marked above are required for plan acceptance.

Contact staff below for questions regarding the Administrative Log-In Review Screening.

Staff Signature: _____

Print Name: _____

Phone: _____ Date: _____

This Administrative Review is valid for 180 days from the date of acceptance. For additional information visit our website at www.phoenix.gov/pdd