



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 reviewer shall check the boxes with a  (Provided) or  (Not provided)

**REQUIRED INFORMATION:**

- Three (3) sets of Carbon Dioxide System plans. Plans shall be submitted on 24" x 36" sheets, including:
  - Approved Site plan
  - Elevations
  - Floor plan showing piping diagram, all alarm and detection device locations.

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

- Manufacture cut sheets (piping, storage vessel, detection alarms and cabinet).
- Engineering process piping drawings or a letter sealed by the Engineer certifying the piping system.

**Note:** All existing Carbon Dioxide Systems are to be submitted to the Fire Department for modification.

**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](http://www.phoenix.gov/pdd)

For more information or for a copy of this publication in an alternate format, contact Planning & Development at 602-262-7811 voice or TTY use 7-1-1.