



Application

1. IBC 104.10 – Identify the specific nature of this application

- Administrative Review, Interpretation, Modification or Appeal.

2. Project Data

- Project information including exact address, project (KIVA) number and owner.
- Applicant's name, relation to the project and contact information.

3. Request Information

- Identify on the application the specific applicable code section(s) for this application.
- State clearly the purpose of this application. The main purpose should be summed up in one or two sentences on the application and supplemental information provided on attached documentation.

4. Result Requested Information

- The specific result the applicant is requesting should be summed up in one or two sentences on the application with supplemental/supporting documentation provided on attached documentation.
- Professional engineering judgments, reports and other substantive data such as testing results must be included.
- Applicant's Signature.

5. Seals

- Required for a building code modification where alternate design methods or building codes are requested. May be on the application form or on the attached materials.
- Not required for administrative reviews, interpretations or appeals.

General Rules:

- One building code modification per application. The application is either approved, approved with stipulations or denied. If the modification cannot be approved in its entirety, it will be denied. Locations of exits and travel distance for example may be included on one application but not travel distance and construction type.
- Make clear the specifics of the code section(s) that are requested to be interpreted, modified or reviewed and your proposed equivalency of these sections. There may be many code sections that address for example exiting through intervening rooms.

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