



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: _____

GENERAL GUIDELINES

Prov N/A

- Two (2) complete sets of plans
Note: If submitting through the Electronic Plan Review system, multiple copies of submittal documents are not required.
- All plans and reports required by the Arizona State Board of Technical Registration must be sealed by a Registrant of the State of Arizona. No “preliminary” or unsealed sheets can be accepted in the Construction Plans.
- All submittals, including those subsequent to first review, must include all Building Safety, Site, Civil and Landscape sheets/plans (if required).

ARCHITECTURAL

- Basic building code data: current building code information, occupancy type, construction type, allowable area calculation, fire sprinkler information, fire alarm and emergency lighting information.
- Architectural floor plans, reflected ceiling plans, roof plan, elevation and architectural details.
- Window schedule, door schedule and hardware schedule.
- Accessibility details for bathrooms.
- For fire rated construction, show fire rated assembly details, reference UL/Gypsum Board association number and standard details.
- Project Specification book, if not otherwise shown on the plans, for items such as ICC or other listings for EIFS, Skylights, 1 coat stucco, etc.
- IECC building envelope compliance information on construction plans or provide two copies of separate compliance certificates that are sealed by the architect of record.
- One copy of Special Architectural Inspection Certificate if having adhered veneer, spray-applied fireproofing, intumescent coating, etc.

For more information or for a copy of this publication in an alternate format, contact Planning & Development at (602) 262-7811 voice / (602) 534-5500 TTY.

STRUCTURAL

Prov N/A

- General Structural Notes (G.S.N.): Required information under G.S.N.: current building code, live load, wind load, seismic category, material specifications, foundation specification, soil report listed under G.S.N. matching the one provided in the log-in meeting, special inspection/observation requirement, and deferred submittal information.
- Structural foundation plans, floor framing plans, roof framing plans and structural details.
- One copy of Structural calcs, including vertical and lateral structural analysis, sealed by the structural engineer of record.
- One copy of soils report sealed by the geotechnical engineer of record.
- One copy of Special Structural Inspection Certificate and Special Geotechnical Inspection Certificate.
- Pre-fabricated metal buildings: separate manufacturer’s construction drawings and calcs that are sealed by the structural engineer of record.
- Post-tension slab-on-grade plans, include the following:
 1. Slab/beam geometry: length, width, thickness, strand spacing, and strand deformation or jacking force.
 2. Slab type per PTI guide- type I, II, III, or IV.
 3. Concrete design strength and jacking strength.
 4. Allowable soil bearing capacity to match the soils report.

MECHANICAL/PLUMBING

- On-site water and sewer plans detailing connection to City service, water meter size and location, backflow prevention device size and location, water and sewer piping location, depth, material, and slope. Include location and size of landscape water meter.
- If there are multiple buildings located on one site with sewer discharge in excess of 3000 gallons per day, Aquifer Protection Permit 4.01 (APP 4.01) is required (except when on-site utilities are approved to be public - technical appeal required).
- Mechanical/Plumbing floor and roof plans.
- Plumbing waste, drain and vent isometrics, gas piping isometrics, plumbing fixture calculations.
- Mechanical equipment schedules, ventilation calculations, outside air calculations.
- IECC Mechanical Equipment energy conservation compliance details on construction plans or provide two copies of separate compliance certificates sealed by the mechanical engineer of record.

ELECTRICAL

- Electrical site lighting and power plans.
- Basic floor lighting/power plans, roof lighting/power plans.
- Available fault current calcs (also called short circuit calcs), one-line diagram and electrical panel schedules.
- IECC electrical lighting control energy conservation compliance details on construction plans or provide two copies of separate compliance certificates that are sealed by the electrical engineer of record.

SITE

Prov N/A

- Address major redlines on preliminary markup drawings and comments in the preliminary report:
 1. Preliminary approval has been granted.
 2. Zoning stipulations critical to design of project have been addressed
 3. Zoning requirements met – use, setbacks, required parking OR variance relief obtained OR project capable of meeting the requirements with minor redesign
 4. Building location, size and site layout matches Preliminary Approved plan
 5. Building elevations meet design review requirements
 6. Property lines, ROW, easements, driveway widths and parking stall dimensions provided.
 7. Preliminary site plan review fees have been paid for combined review (option 2).
- Two additional folded site plans (three if cross access agreement is required in preliminary report).
- One copy of manufacturing specification cut sheets for all new on-site outdoor lighting fixtures
- Photometric plans included in the building set if required in preliminary report.
- Two copies of common driveway agreement, reciprocal parking agreement, cross-drainage and cross-access agreement if required in preliminary report.
- Additional procedures as noted in the zoning stipulations or listed in the preliminary report.

OTHER

- Grading & Drainage plans included in building plans for reference of floor elevation, accessible route, etc, and to ensure consistency with preliminary site plan.
- Landscape plans included in building plans for landscape meter calculations and to ensure consistency with preliminary site plan.
- Landscape Inventory/salvage.

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 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.