



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 ADM column as  (Provided) or  (Not provided)

**REQUIRED INFORMATION:**

**ADM**

- Four (4) sets of Fire Hydrant plans. Single fire hydrants may be submitted on an 8 ½" X 11" plan. Multiple fire hydrants shall be submitted on the standard 24" X 36" plan.
- Completed and signed Fire Hydrant checklist.
- Professional Engineer's Cost Estimate form.
- Utility Conflict Notices OR a printed disclaimer on the coversheet (disclaimer only allowed if work is to be done on a local or residential street).
- Water Mains are 12 inches or less in size (Any installation of a water main or service provided from a water main larger than 12 inches are reviewed by the Water Services Department)
- Water Mains are located inside the City of Phoenix, City Limits. (Any installation of water main or service provided from a water main that is located outside the City of Phoenix, City Limits are reviewed by the Water Services Department)

**Per the requirements of A.R.S. § 9-835(D), this permit application is:**

- Accepted as Administratively Complete.
- Deficient, items marked above are required for plan acceptance – return to Residential Counter after deficient items have been obtained.

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).

This publication can be made available in alternate formats (Braille, large print, computer diskette, or audiotape) upon request. Contact Planning & Development at (602) 262-7811 voice or (602) 534-5500 TTY.