



**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**

- Eight (8) sets of Soil Nail Shoring plans. Plans shall be submitted on 24" X 36" sheets.
- One (1) copy of the revocable permit from Street Transportation or the revocable permit number placed on the plan cover sheet
- A notarized and signed Soil Nail Indemnity Agreement
- Two (2) sets of calculations in book form
- Two (2) sets of a sealed Geotechnical Report in book form
- One (1) sealed Professional Engineer's Estimate for the cost of the shoring
- A completed and signed Soil Nail Shoring plan checklist

**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.