



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 reviewers shall check the boxes with a ☒ (Provided) or ☐ (Not provided)

REQUIRED INFORMATION:

☐ Three (3) copies of hood plans

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

☐ Kitchen floor plans

☐ Data sheets for components and manual

Per the requirements of state law, this permit application is:

☐ Accepted as Administratively Complete.

☐ Deficient, items marked with an "X" 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.