



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: _____ Ext. _____

GENERAL GUIDELINES

Prov N/A

- Two (2) complete sets of plans
- 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 sheets/plans (if required).
Verify the following is listed on the cover sheet
- Basic building code data: current building code information
- Occupancy type
- Construction type
- Energy code needs to be listed
- Fire sprinklers information
- Fire alarm information

ARCHITECTURAL

- Confirm the architectural sheets which are listed on the cover sheet are included.

STRUCTURAL

- Confirm the structural sheets which are listed on the cover sheet are included.
- If Structural sheets are present then calcs are required.
- If Structural sheets are present check to see if a Project Specification book needs to be submitted and confirm, if not otherwise shown on the plans. This book would be needed for items such as ICC or other listings for EIFS, Skylights, 1 coat stucco, etc.

MECHANICAL/PLUMBING

Prov N/A

- Confirm the Plumbing and/or Mechanical sheets which are listed on the cover sheet are included.

ELECTRICAL

- Confirm Electrical sheets which are listed on the cover sheet are included.

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: _____ Date: _____

Signature: _____ Phone: _____

This Administrative Review is valid for 180 days from the date of acceptance. For additional information, please visit our website at www.phoenix.gov/pdd.