



State law (A.R.S. § 9-835(D)) passed by the Arizona Legislature in 2011 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 Manhole – Pressure Tap (S-511) plans. Plans shall be submitted on 8 ½”X11” sheets.
- Completed and signed Manhole – Pressure Tap (S-511) checklist
- Sealed Cost Estimate
- 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)
- Sewer Mains are 12 inches or less in size. (Any installation of a sewer main or service provided from a sewer main larger than 12 inches are reviewed by the Water Services Department)
- Sewer Mains are located inside the City of Phoenix, City Limits. (Any installation of a sewer main or service provided from a sewer main that is located outside of the City of Phoenix, City Limits are reviewed by the Water Services Department)

**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).