



**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 Number: \_\_\_\_\_

Administrative log-in reviewer shall check the boxes with a  (Provided) or  (Not provided)

**REQUIRED INFORMATION:**

- Three (3) sets of the approved site plan  
**Note:** If submitting through the Electronic Plan Review system, multiple copies of submittal documents are not required.
- Building elevations (all sides) drawn to scale.
- Plans shall be submitted on 24" x 36" sheets

**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](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.