



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 boxes with a (Provided) or (Not provided)

REQUIRED INFORMATION:

Four (4) sets of Fire Line Plans. Plans shall be submitted on 24" x 36" sheets.
Note: If submitting through the Electronic Plan Review system, multiple copies of submittal documents are not required. <https://www.phoenix.gov/pdd/online-services/electronic-plan-review>

Completed and signed Offsite Fire Line Plan, Offsite/Onsite Combo checklist.

ADM

- City of Phoenix water flow test performed within the last 1 year.
- Manufacturer cut sheets of listed backflow device(s).
- Fire Hydrant Calculations (if hydrants are installed).
- Code Modification (if fire line crossing property line).
- Annual Facilities Program.
- Professional Engineer's Cost Estimate form.
- Water Mains are 12 inches or less in size. (Any installation of a water main or service provided from a water main larger than 12 inches are reviewed by the Water Services Department)
- Water Mains are located inside the City of Phoenix, City Limits. (Any installation of a water main or service provided from a water 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: _____

*****Civil should be tickled 8 days, Fire should be tickled 15 days*****

This Administrative Review is valid for 180 days from the date of acceptance. For additional information visit our website at 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.