



# Completeness Review

## Commercial Building Plans

Development and Infrastructure Services

**State law (A.R.S. § 9-835(D)) requires a Completeness Review of permit applications. A letter of Administrative Completeness or a Notice of Deficiency must be issued to the applicant during the Completeness 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: \_\_\_\_\_ OV Project #: \_\_\_\_\_

Project Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Required Information:**

Provided	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Completed Building Permit Application
<input type="checkbox"/>	<input type="checkbox"/>	Verification that Conceptual Design has been approved by DRB/CDRB and Town Council
<input type="checkbox"/>	<input type="checkbox"/>	Cover sheet
<input type="checkbox"/>	<input type="checkbox"/>	Deferred submittals listed
<input type="checkbox"/>	<input type="checkbox"/>	Seven sets of bound and sealed plans, 1/4" scale minimum
<input type="checkbox"/>	<input type="checkbox"/>	Two bound and sealed copies of truss calculations and design, or deferred truss note on plans
<input type="checkbox"/>	<input type="checkbox"/>	Soil report: bound, indexed and sealed (2 copies)
<input type="checkbox"/>	<input type="checkbox"/>	Structural calculations: bound, indexed and sealed (2 copies)
<input type="checkbox"/>	<input type="checkbox"/>	Site wall details and supporting calculations when required
<input type="checkbox"/>	<input type="checkbox"/>	Retaining wall details and supporting calculations when required
<input type="checkbox"/>	<input type="checkbox"/>	Floor plan
<input type="checkbox"/>	<input type="checkbox"/>	Foundation plan
<input type="checkbox"/>	<input type="checkbox"/>	Framing plan
<input type="checkbox"/>	<input type="checkbox"/>	Elevation views
<input type="checkbox"/>	<input type="checkbox"/>	Section views
<input type="checkbox"/>	<input type="checkbox"/>	Mechanical plan
<input type="checkbox"/>	<input type="checkbox"/>	Energy Conservation Code compliance (Building, Mechanical and Electrical)
<input type="checkbox"/>	<input type="checkbox"/>	Plumbing plan
<input type="checkbox"/>	<input type="checkbox"/>	Electrical plan
<input type="checkbox"/>	<input type="checkbox"/>	Outdoor lighting plan and calculations
<input type="checkbox"/>	<input type="checkbox"/>	Verification of Final Site Plan submittal
<input type="checkbox"/>	<input type="checkbox"/>	Fees

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