



## Completeness Review

### Final Design Submittal: 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 Number: \_\_\_\_\_

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

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

Applicant Email: \_\_\_\_\_

#### **Required Information:**

- | Provided                 | N/A   |
|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> Response letter noting how each Town Council Condition of Approval, staff comment, and agency comment has been addressed for each plan component   |
| <input type="checkbox"/> | <input type="checkbox"/> Building Plans (construction documents; at risk if submitted prior to approval of FSP) – Size 24" X 36" (Pima County Fold). Seven (7) copies for commercial or multi-family; Three (3) copies for model homes. By separate application; please see Permitting Checklist. |
| <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: \_\_\_\_\_