



Completeness Review

Permanent Signs

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"/>	Three sets of plans
<input type="checkbox"/>	<input type="checkbox"/>	Site plan
<input type="checkbox"/>	<input type="checkbox"/>	Detail sheets
<input type="checkbox"/>	<input type="checkbox"/>	Electrical sheets
<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: _____