



Completeness Review

Special Use Permit

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:

- Complete a building permit application for the special event.

Submit six (6) copies of the following:

- | Provided | N/A |
|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> Must include a separate written narrative describing the event with information such as: |
| <input type="checkbox"/> | o Location description |
| <input type="checkbox"/> | o Event description (like craft show, Christmas tree lot, Fall Festival, etc.) |
| <input type="checkbox"/> | o Expected crowd attendance |
| <input type="checkbox"/> | o Set up time and hours of operation |
| <input type="checkbox"/> | o Dates of the event |
| <input type="checkbox"/> | o Estimates of traffic impacts |
| <input type="checkbox"/> | o Additional security and maintenance measures, and traffic control to be employed, if applicable. How the site will be secured (barricaded) from traffic. |
| <input type="checkbox"/> | <input type="checkbox"/> Must provide and attach a dimensioned site map of the event area. |
| <input type="checkbox"/> | o 8 ½" X 11" of the property's development plan with location of event shown. |
| <input type="checkbox"/> | <input type="checkbox"/> Include the following Electrical, mechanical and plumbing information: |
| <input type="checkbox"/> | o Include details for additional electric/power installation (generator/temp power) |
| <input type="checkbox"/> | <input type="checkbox"/> Include the following information on any tents and/or temporary buildings: |
| <input type="checkbox"/> | o If tents or temporary buildings will be used for this event then provide details as described in the attached "Building Code Requirements". |
| <input type="checkbox"/> | o Plans requiring architectural or engineering certifications may be required for certain structures and work and are detailed in this packet. Fees for these permits are determined by the nature and extent of the work and are collected upon issuance of the permit |
| <input type="checkbox"/> | <input type="checkbox"/> Provide any applicable information regarding signs: |
| <input type="checkbox"/> | o Sign permits (banners) are required for all signs used to advertise the event. An additional building permit application and fee will need to be submitted for signs. |
| <input type="checkbox"/> | <input type="checkbox"/> Information on Fireworks |
| <input type="checkbox"/> | <input type="checkbox"/> Pay the Special Use Permit fee of \$370.00 , required at time of submittal. |



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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: _____