Fire Dept. Checklist
Access Control System

CITY OF SCOTTSDALE

Senate Bill 1598 (A.R.S. § 9-835(D)) passed by the Arizona Legislature in 2011 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.

NO.	DESCRIPTION	Provided	Not Provided
1.	Completed application	☐	☐
2.	Full plan sets (3 paper or 1 digital) (8.5" x 11" paper size acceptable)	☐	☐
3.	- Site name	☐	☐
4.	- Physical Address & Suite #	☐	☐
5.	- Property Owner	☐	☐
6.	- Installing contractor, ROC#, TPT#, and contact information	☐	☐
7.	Manufacture spec. sheets on all components being installed	☐	☐

Application # _____ Plan Check # _____ Key Code: _____

Per the requirements of Senate Bill 1598, this permit application is:

☐ Accepted as Administratively Complete.

☐ Deficient, items marked "**NOT PROVIDED**" are required for plan acceptance.

Date: _____ Staff Member: _____

Contact staff for questions regarding the Administrative Log-In Review Screening.

Print Customer Name: _____ Phone: _____

Customer Signature: _____ Date: _____

Notes: _____

_____

This Administrative Review is valid for 180 days from the date of acceptance. For additional information visit our website at
http://www.scottsdaleaz.gov/building-resources/forms

Planning and Development Services
7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 ⬥ www.ScottsdaleAZ.gov