



# Fire Dept. Checklist

## Commercial T.I. Sprinkler System



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.	Manufacture spec. sheets on all components being installed		
3.	Full plan sets (3 paper or 1 digital) (All plans shall contain the following information)		
4.	- Site name		
5.	- Physical Address & Suite #		
6.	- Property Owner		
7.	- Installing contractor, ROC#, and contact information		
8.	- Engineer or NICET Level III (min.) stamp		

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](http://www.ScottsdaleAZ.gov)