



DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY

1110 WEST WASHINGTON, SUITE 100
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(602) 364-1003
(602) 364-1052 FAX

INSTRUCTIONS FOR COMPLETING PLAN REVIEW APPLICATION

Identify type of plan being submitted for review

Expedited Plan Review –Refer to DFBLS website Plan Review Expedited Services for additional information.

Applicant's Name – provide information as noted.

Applicant's physical and mailing address – documents will be sent to the address noted in this area.

Installation Site Address – site address of the intended structure. Exceptions: Compliance Control Manuals, Design Structural Packages, and Typical plans. If plans/documents/calculations being submitted pertain to one of the exceptions, clearly identify as such.

Printed Name of Applicant – contact person that is responsible for the submittal.

Applicant's email address (required) – to whom electronic communication from the office will be sent.

Plan review fee is required to accompany all plans submitted for review.

Notes:

1. Include a self addressed stamped envelope or other means of return delivery if applicant is unable to retrieve approved plans from the office.
2. Submit a minimum of (2) copies of the application, documents, and plans for review.
3. Permits for installation require a separate application and fee. Refer to the DFBLS website for additional information.