

REFERENCE TITLE: administrative completeness review; licensing

State of Arizona  
House of Representatives  
Fifty-sixth Legislature  
Second Regular Session  
2024

# HB 2100

Introduced by  
Representative Griffin

## AN ACT

AMENDING SECTIONS 41-1074 AND 41-1079, ARIZONA REVISED STATUTES; RELATING TO LICENSING TIME FRAMES.

(TEXT OF BILL BEGINS ON NEXT PAGE)

1 Be it enacted by the Legislature of the State of Arizona:  
2 Section 1. Section 41-1074, Arizona Revised Statutes, is amended to  
3 read:

4 41-1074. Compliance with administrative completeness review  
5 time frame; comprehensive list; reimbursement

6 A. AN AGENCY SHALL MAKE AVAILABLE TO THE PUBLIC ON THE AGENCY'S  
7 WEBSITE A COMPREHENSIVE LIST OF ITEMS THAT ARE NEEDED FOR AN APPLICATION  
8 TO BE DEEMED ADMINISTRATIVELY COMPLETE.

9 ~~A.~~ B. An agency shall issue a written notice of administrative  
10 completeness or deficiencies to an applicant for a license within the  
11 administrative completeness review time frame.

12 ~~B.~~ C. If an agency determines that an application for a license is  
13 not administratively complete, the agency shall include a comprehensive  
14 list of the specific deficiencies in the written notice provided pursuant  
15 to subsection ~~A~~ B of this section. If the agency issues a written notice  
16 of deficiencies within the administrative completeness time frame, the  
17 administrative completeness review time frame and the overall time frame  
18 are suspended from the date the notice is issued until the date that the  
19 agency receives the missing information from the applicant.

20 ~~C.~~ D. If an agency does not issue a written notice of  
21 administrative completeness or deficiencies within the administrative  
22 completeness review time frame, the application is deemed administratively  
23 complete. If an agency issues a timely written notice of deficiencies, an  
24 application is not complete until the agency receives all requested  
25 information. IF AN AGENCY ISSUES A TIMELY WRITTEN NOTICE OF DEFICIENCIES  
26 THAT IS SUBSTANTIVE IN NATURE WITHIN THE ADMINISTRATIVE COMPLETENESS  
27 REVIEW TIME FRAME, THE APPLICATION IS DEEMED ADMINISTRATIVELY COMPLETE.

28 E. AN AGENCY MAY NOT DO EITHER OF THE FOLLOWING:

29 1. DETERMINE THE SUBSTANTIVE MERITS OR OUTCOME OF AN APPLICATION OR  
30 NOTIFY AN APPLICANT OF THE AGENCY'S DETERMINATION OF THE SUBSTANTIVE  
31 MERITS OR OUTCOME OF AN APPLICATION WHILE THE APPLICATION IS WITHIN THE  
32 ADMINISTRATIVE COMPLETENESS REVIEW TIME FRAME.

33 2. MAKE A FINAL DECISION ON AN APPLICATION OR NOTIFY AN APPLICANT  
34 OF THE OUTCOME OF THE APPLICATION BASED ON THE FINDINGS OR CONCLUSIONS OF  
35 A DOCUMENT OR REPORT THAT IS NOT INCLUDED IN THE APPLICATION OR LISTED ON  
36 THE AGENCY'S COMPREHENSIVE LIST OF ITEMS PRESCRIBED IN SUBSECTION A OF  
37 THIS SECTION, UNLESS THE DOCUMENT OR REPORT WAS SUBJECT TO PUBLIC  
38 INSPECTION AND THE APPLICANT HAD AN OPPORTUNITY TO CHALLENGE THE DOCUMENT  
39 OR REPORT AND THE DOCUMENT'S OR REPORT'S FINDINGS BEFORE SUBMITTING THE  
40 APPLICATION.

41 ~~D.~~ F. Except for an application submitted to the department of  
42 water resources pursuant to title 45, a determination by an agency that an  
43 application is not administratively complete is an appealable agency  
44 action, which if timely initiated, entitles the applicant to an

1 adjudication on the merits of the administrative completeness of the  
2 application.

3 Sec. 2. Section 41-1079, Arizona Revised Statutes, is amended to  
4 read:

5 41-1079. Information required to be provided; exception

6 A. An agency that issues licenses shall provide the following  
7 information to an applicant at the time the applicant obtains an  
8 application for a license:

9 1. A list of all of the steps the applicant is required to take in  
10 order to obtain the license.

11 2. The applicable licensing time frames.

12 3. The name and telephone number of an agency contact person who  
13 can answer questions or provide assistance throughout the application  
14 process.

15 4. A COPY OF THE COMPREHENSIVE LIST OF ITEMS THAT THE AGENCY HAS  
16 MADE AVAILABLE TO THE PUBLIC ON THE AGENCY'S WEBSITE PURSUANT TO SECTION  
17 41-1074.

18 B. This section does not apply to the Arizona peace officer  
19 standards and training board established by section 41-1821.