



# ARIZONA HOUSE OF REPRESENTATIVES

Fifty-sixth Legislature  
Second Regular Session

House: GOV DP 7-0-0-2

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## **HB 2100: administrative completeness review; licensing**

**Sponsor: Representative Griffin, LD 19**

**House Engrossed**

### **Overview**

Directs a state agency to include on their website a list of items needed for an application to be deemed administratively complete.

### **History**

An agency that issues licenses must have in place final rules establishing an overall time frame during which the license will either be granted or denied by the agency. If a statutory licensing time frame already exists for an agency but it does not specify separate time frames for the administrative completeness review and the substantive review, the agency must establish by rule separate time frames which together must not exceed the overall time frame ([A.R.S. § 41-1073](#)).

The *administrative completeness review time frame* is the number of days from agency receipt of an application for a license until the agency determines that the application contains all components required by statute or rule. This time frame does not include the period of time during which an agency provides public notice of the license application or performs a substantive review of the application ([A.R.S. § 41-1072](#)).

If an agency determines that a license application is not administratively complete, the agency must include a comprehensive list of the specific deficiencies in a written notice pursuant to statute. The application is deemed administratively complete if an agency does not issue a written notice of administrative completeness or deficiencies within the administrative completeness review time frame ([A.R.S. § 41-1074](#)).

### **Provisions**

1. Requires an agency to make available on the agency's website a comprehensive list of items that are needed for an application to be deemed administratively complete. (Sec. 1)
2. Specifies that if an agency issues, within the administrative completeness review time frame, timely written notice of deficiencies that is substantive in nature, the application is deemed administratively complete. (Sec. 1)
3. Prohibits an agency from determining the substantive merits or outcome of an application while the application is within the administrative completeness review time frame. (Sec. 1)
4. Stipulates that an agency may not make a final decision on an application based on the findings or conclusions of a document that is not included in the application or listed on the agency's website unless the document was subject to public inspection and the applicant had an opportunity to challenge the document before submitting the application. (Sec. 1)

5. Includes a copy of the comprehensive list of items on the agency's website pursuant to statute in the information that must be given to an applicant at the time the applicant files for a license. (Sec. 2)
6. Makes conforming changes. (Sec. 1)

Prop 105 (45 votes)     Prop 108 (40 votes)     Emergency (40 votes)     Fiscal Note