

Town of Sahuarita

375 W. Sahuarita Center Way
Sahuarita, Arizona 85629
520-822-8866
<http://www.sahuaritaaz.gov>



Electrical Reconnect Submittal Checklist

The following items are required and submittals must be complete before accepted for review.

For current codes and amendments please visit our website at: <http://sahuaritaaz.gov/buildingsafety>.

- Completed Town of Sahuarita Permit Application**
 - Permit application can be found online at <http://sahuaritaaz.gov/buildingsafety>
 - Submittals may be emailed to buildapps@sahuaritaaz.gov
 - Sign and date the application
 - Plan check fee must be paid at time of submittal
- If applicant is not the property owner, a **copy of the agreement** between the owner and the agent or a **signed letter** from the property owner stating that the applicant is an authorized agent will be required. If you are a realtor, make sure to have a copy of the HUD agreement, if applicable.

Note:

- If your power has been disconnected for more than six months or as the result of a fire, you will need a building permit and site inspection prior to the electric utility company granting a reconnection and turning on your power.
- Please call 520-822-8866 to schedule an appointment for an over-the-counter permit. Once you have a permit, an inspection will need to be scheduled for the next working day.
- Please make sure to "pre-inspect" the dwelling to help ensure that you do not fail your electric reconnect inspection. A failed inspection will cause a denial of the release of power. You will not be able to get your power turned on until after corrections are made and a re-inspection is scheduled and approved.
 - Verify that all existing lights, receptacles and switches are in place
 - Verify there is no hazardous existing wiring or improper grounding/bonding
 - All wire ends must be capped (wire nuts) and no exposed wiring in the residence allowed.
 - Verify there is no new/recent wiring installed without permits
- If you would like to schedule an inspection the same day that the electric service is being installed, coordinate a disconnect time with the electric utility company. When you submit for the electric reconnect permit, let us know you would like a same day inspection. The afternoon before the work is taking place, please contact Ted Rodriguez, Chief Building Inspector, at 520-275-3354 to coordinate.
- **Access to the property and the electrical panel must be provided.**
- Permit must be on site for the inspection; in the electrical panel or on the kitchen counter are recommended.
- The electrical panel must have the address permanently affixed on the outside of the panel, typically under the electrical meter.
- All circuit breakers in the electrical panel must match the manufacturer of the electrical panel; if circuits have been added without a permit they must be removed or a separate permit will be required.