

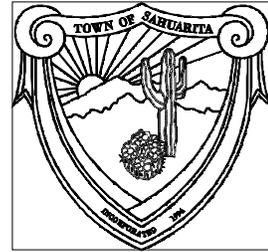
## Town of Sahuarita

375 W. Sahuarita Center Way

Sahuarita, Arizona 85629

520-822-8866

<http://www.sahuaritaaz.gov>



## Residential Patio/Porch 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>
  - ❑ Property owners email address is required
  - ❑ Sign and date the application
  - ❑ Plan check fee must be paid at time of submittal
- ❑ **2 Copies of Site Plan** (minimum 8½ x 11)
  - ❑ Show existing house and proposed porch, include square footage
  - ❑ Setbacks and easements must be marked
- ❑ **2 Copies of Drawings** (minimum 8½ x 11)
  - ❑ Floor Plan
  - ❑ Elevation/s
  - ❑ Building Section
  - ❑ Foundation Plan
  - ❑ Framing Plan
- ❑ **2 Copies of Structural Calculations**, when designed by an engineer
- ❑ **Completed Contractor Form**
  - ❑ Provide contractor's/subcontractor's license number and Sahuarita business license number
  - ❑ Any business doing work in the Town of Sahuarita requires a business license. There is currently no cost for a business license. Please contact the Clerk's office at 520-822-8801 for further assistance.
  - ❑ If a homeowner is performing the work themselves, form still needs to be completed and signed

### Note:

- Please contact the Planning and Building Department at 520-822-8866 to schedule an appointment if you would like a plans examiner to meet with you to go over the requirements.