

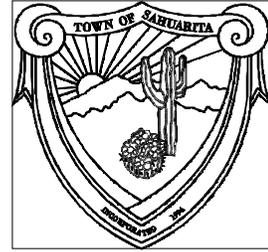
Town of Sahuarita

375 W. Sahuarita Center Way

Sahuarita, Arizona 85629

520-822-8866

<http://www.sahuaritaaz.gov>



Residential Addition/Remodel 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 11 x 17)
 - Site area square footage must be shown.
 - For all lots that are not mass graded, the following is required:
 - Show grading limits
 - Show total grading square footage of all improvements
 - Setbacks and easements must be marked.
- 2 Copies of Drawings** (minimum 11 x 17)
 - Cover sheet with index
 - Floor Plan
 - Elevations
 - Building Sections
 - Foundation Plan
 - Framing Plan
 - Mechanical Plan
 - Plumbing Plan
 - Electrical Plan
 - Fire Sprinkler Plan and Hydraulic Calculations, if applicable
- 2 Copies of Structural Calculations**, when designed by an engineer
- 2 Copies of Truss Calculations**, deferred truss submittals will be accepted
 - If there is an architect and engineer of record, truss calculations **must** bear a shop drawing stamp showing this review has been done. A plan review will not be required but truss calculations **must** be submitted for permit number identification by the Town prior to scheduling the shear bracing/exterior framing inspection.
 - If there is no architect or engineer of record, a plan review will be required. Truss calculations **must** be submitted and reviewed by the Town prior to scheduling the shear bracing/exterior framing inspection so schedule accordingly.
 - Truss layout **must** accompany truss calculations.
- 2 Copies of Energy/Manual D & J Calculations**
- Copy of Contractor's Bond Certificate if over \$50,000 construction cost**

❑ **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:

- Review for zoning requires building heights shown on elevations.
- Fire sprinklers/fire protection will be required if new addition and existing residence exceeds 3600 square feet (includes living, garage and porches enclosed on three sides).
- If special inspections are required, the special inspection registrant must be on the Town of Sahuarita's approved list.