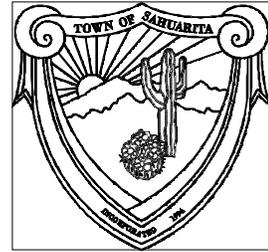


## Town of Sahuarita

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



## Commercial (New/Shell Building) 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
- 3 Copies of Drawings** (minimum 24 x 36)
  - Cover sheet with index
  - Site Plan (include Civil and Landscape drawings, if referenced)
  - Floor Plan
  - Elevations
  - Building Sections
  - Foundation Plan
  - Framing Plan
  - Mechanical Plan
  - Plumbing Plan
  - Electrical Plan
  - Fire Sprinkler Plan, Fire Alarm 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 Calculations**
- 2 Copies of Specifications**, if separate from the drawings
- 1 Copy of Soils Report**, if structural calculations reference a soils report

The following items are required at the **SECOND** resubmittal and must be complete before accepted for review. All plan review comments must be addressed.

- ❑ **Pima County Health Department Approval**, if applicable
  - ❑ Submit drawings directly to Pima County Health Department
- ❑ **Sahuarita Industrial Wastewater Application Submitted**, if applicable
  - ❑ Submit drawings directly to Sahuarita Public Works
  - ❑ Provide email from Public Works stating they have received the submittal
- ❑ **Pima County Department of Environmental Quality (PDEQ) Construction Authorization**, if applicable
- ❑ **Grading Permit Approval**
  - ❑ Submit drawings directly to Sahuarita Public Works for a grading permit
- ❑ **Town of Sahuarita Sewer Card OR Pima County Sewer Card**, depending on sewer provider
- ❑ **Arizona State Fire Marshal Approval**, if applicable
  - ❑ Submit drawings directly to Arizona State Fire Marshal
- ❑ **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.

Note:

- **A DRC meeting is recommended prior to starting a development plan. You will meet with Planning & Zoning, Public Works, Fire and Building Safety to go over items specific to your project. Please contact 520-822-8855 to schedule a meeting.**
- If the building owner does not own the property, a letter from the property owner giving permission to build is required.
- Tenant improvements require a separate permit from the shell building. Utility clearances and Certificate of Occupancies will only be issued for tenant improvement permits.
- If special inspections are required, the special inspection registrant must be on the Town of Sahuarita's approved list.
- During construction, fire flow and fire access are required before combustible materials are permitted on site.
- A Pre-Construction meeting is required as the first inspection.