

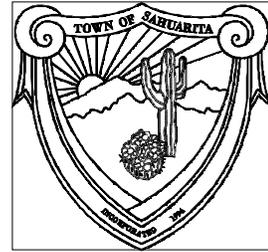
## Town of Sahuarita

375 W. Sahuarita Center Way

Sahuarita, Arizona 85629

520-822-8866

<http://www.sahuaritaaz.gov>



## Custom Residence 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 Site Plan** (minimum 24 x 36)
  - Site area square footage must be shown
  - Provide the nearest upstream manhole elevation, the finish floor elevation and state if a backwater valve is required or not
  - For all lots that are not mass graded, the following is required:
    - Show grading limits
    - Show total grading square footage of all improvements.
    - A Type I Grading Permit is needed if the development envelope is 14,000 square feet or greater. Submit drawings directly to Public Works for grading plan approval.
  - Sidewalks and driveways must be shown. Indicate square footage
  - Setbacks, easements and site visibility triangles must be marked on all sides of property
- 3 Copies of Drawings** (minimum 24 x 36)
  - 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**
- **1 Copy of Soils Report**, if structural calculations reference a soils report
- **Town of Sahuarita Sewer Card OR Pima County Sewer Card**, depending on sewer provider
- **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:

- Review for zoning requires building heights shown on elevations.
- Fire sprinklers/fire protection will be required if 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.