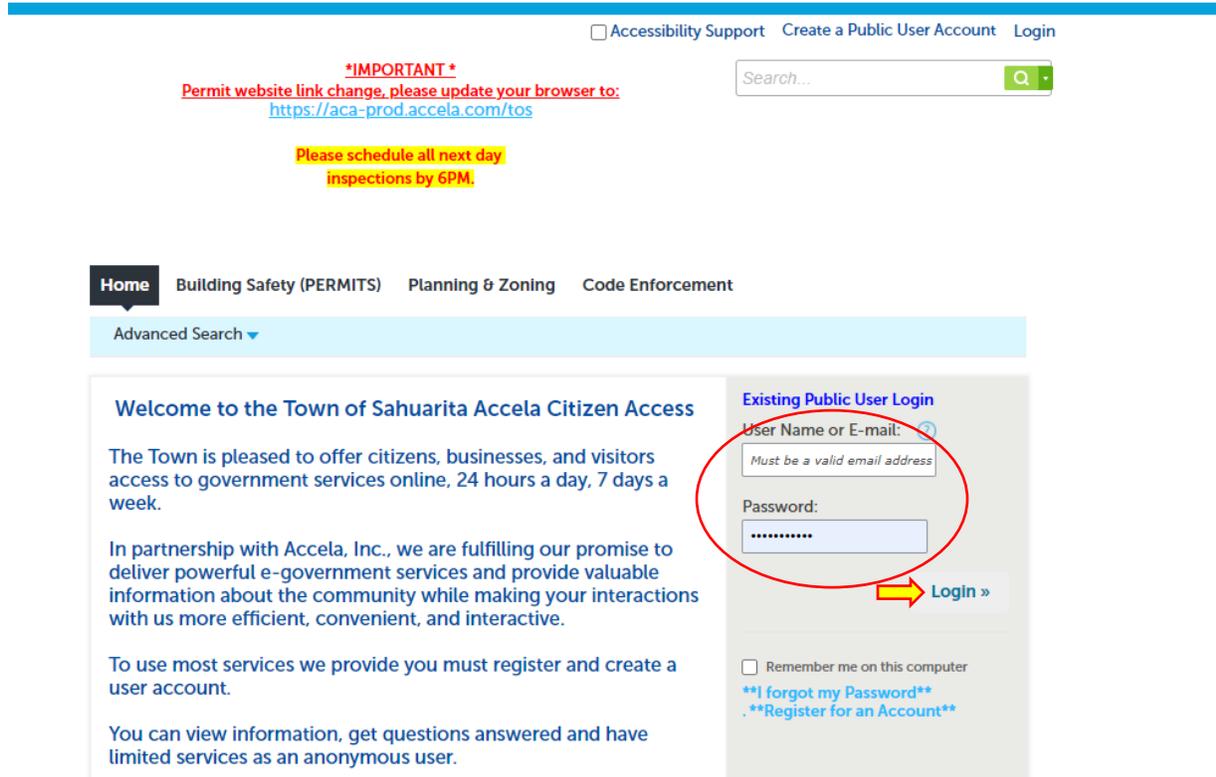


## How to Create a Building Permit in Accela

1. **Open the following website:** <https://aca-prod.accela.com/TOS/Default.aspx>
2. **Login to Existing account**
  - a. **If you do not have an account please see the how to create an Accela account document**



Accessibility Support Create a Public User Account Login

**\*IMPORTANT\***  
Permit website link change, please update your browser to:  
<https://aca-prod.accela.com/tos>

Please schedule all next day inspections by 6PM.

Home Building Safety (PERMITS) Planning & Zoning Code Enforcement

Advanced Search ▾

Welcome to the Town of Sahuarita Accela Citizen Access

The Town is pleased to offer citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

In partnership with Accela, Inc., we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive.

To use most services we provide you must register and create a user account.

You can view information, get questions answered and have limited services as an anonymous user.

**Existing Public User Login**

User Name or E-mail:   
Must be a valid email address

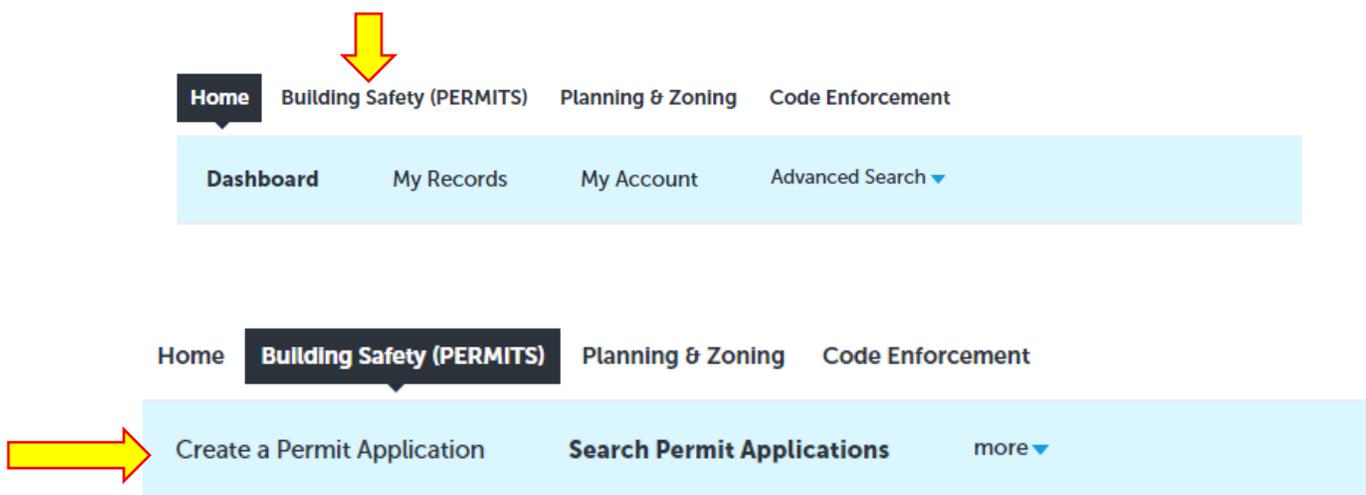
Password:

Remember me on this computer

[\\*\\*I forgot my Password\\*\\*](#)  
[.\\*\\*Register for an Account\\*\\*](#)

**Login »**

3. **Click Building Safety Permits followed by Create a Permit Application**



Home Building Safety (PERMITS) Planning & Zoning Code Enforcement

Dashboard My Records My Account Advanced Search ▾

Home **Building Safety (PERMITS)** Planning & Zoning Code Enforcement

**Create a Permit Application** Search Permit Applications more ▾

4. **Accept the terms and Continue Application**  
Click below before beginning an application.

**General Disclaimer**

While the Town of Sahuarita attempts to keep its Web information accurate and timely, the Town of Sahuarita neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a

I have read and accepted the above terms.

 [Continue Application »](#)

5. **Select the type of permit you are applying for and Continue Application**

For assistance or to apply for a Permit type not listed below please contact Building Safety Division at (520) 822-8866.

[Search](#)

- Certificate of Occupancy
- Commercial Addition
- Commercial Alteration
- Commercial Demolition
- Commercial Electrical
- Commercial Mechanical
- Commercial New
- Commercial Plumbing
- Commercial Pool
- Commercial Solar
- Commercial Wall
- Model Plan
- Residential Addition
- Residential Alteration
- Residential Demolition
- Residential Electrical
- Residential Fire
- Residential Mechanical
- Residential New
- Residential Plumbing
- Residential Pool
- Residential Solar
- Residential Wall
- SFR from Model
- Sign

 [Continue Application »](#)

6. **Fill out the address information OR the Parcel number and search. Some of the data will autofill**
  - a. If you are having issues finding the address just enter the street number and street name and click search
7. **Enter phone number and e-mail. Click Continue Application**

### Address

\* Street No.:  Direction:  Street Name:

Street Type:  City:  State:  Zip:



Search Clear

OR

### Parcel

\* Parcel Number:



Search Clear

### Owner

\* Owner Name:  ?

\* Address Line 1:

City:  \* State:  \* Zip:

\* Phone:

\* E-mail:



Search Clear

Continue Application »

Save and resume later

## 8. Add new Applicant information

### Residential Alteration

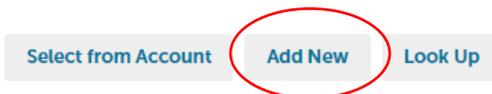
1 Location & People	2 Permit Detail	3 Documents	4 Review	5 Pay Fees	6
---------------------	-----------------	-------------	----------	------------	---

### Step 1: Location & People > Contact Information

\* indicates a required field.

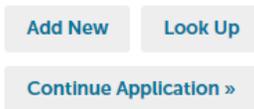
### Applicant

To add a new contact, click the **Add New** link.



### Licensed Professional

To add a new licensed professional, Select the **Add New** Link.



Save and resume later

## 9. Enter Required information / Make sure you click on Add additional contact address and enter the required information on that screen as well

### Contact Information ×

\* Contact First Name:  \* Contact Last Name:

Business Name (optional):

Preferred Phone Number:  Work Phone:  Mobile Phone:

\* E-mail:

▼ Contact Addresses

[Add Additional Contact Address](#)

To edit a contact address, click the address link.

Showing 0-0 of 0

Address Type	Recipient	Address	Action
No records found.			

[Continue](#) [Clear Form](#) [Discard Changes](#)

10. Once you have successfully added the contact address click continue

▼ Contact Addresses

[Add Additional Contact Address](#)

To edit a contact address, click the address link.

✓ **Contact address added successfully.**

Showing 1-1 of 1

Address Type	Recipient	Address	Action
Business		375 W Sahuarita Center Way	<a href="#">Actions ▼</a>

[Continue](#) [Clear Form](#) [Discard Changes](#)

11. If there is a licensed professional add it now/if this is an owner builder project you can skip this step

[Edit](#) [Remove](#)

▼ Contact Addresses

[Add Additional Contact Address](#)

To edit a contact address, click the address link.

Showing 1-1 of 1

Address Type	Recipient	Address	Action
Business		<a href="#">375 W Sahuarita Center Way</a>	<a href="#">Actions ▼</a>

★ Licensed Professional

To add a new licensed professional, Select the **Add New** Link.



Add New

Look Up



Continue Application »

Save and resume later

**12. Enter permit Detail and project description**

- a. Project Name should be Last name / type of work ex. (Smith/Pool)
- b. Project Description should be a brief description of the project

### Residential Alteration

1 Location & People	2 Permit Detail	3 Documents	4 Review	5 Pay Fees	6
---------------------	-----------------	-------------	----------	------------	---

#### Step 2: Permit Detail > Work Description

\* indicates a required field.

#### Detail Information

\* Project Name: \*\*Indicate Subdivision / Lot Number\*\*

\* Project Description: \*\*Indicate: Subdivision / Lot number / Model plan permit number / Elevation / Backwater Value (if required) / Fire Sprinklers (if required) / Approved model options.\*\*

spell check



Continue Application »

Save and resume later

### 13. Enter estimated job cost and code year must be 2018

#### Residential Alteration

1 Location & People	2 Permit Detail	3 Documents	4 Review	5 Pay Fees	6
---------------------	-----------------	-------------	----------	------------	---

#### Step 2: Permit Detail > Permit Information

\* indicates a required field.

#### Application Detail

##### GENERAL

\* Job Cost:

7000

\* Code Year:

2018

Floor Square Feet:

Garage/Carport Square Feet:

Patio/Porch Square Feet:

##### PERMIT DATES



Continue Application »

Save and resume later

### 14. Download and complete the contractor's form

## Residential Alteration

1 Location & People	2 Permit Detail	3 Documents	4 Review	5 Pay Fees	6
---------------------	-----------------	-------------	----------	------------	---

### Step 3: Documents > Attached Documents

\* indicates a required field.

## Attachment

Please include the following attachments with your submittal. (Incomplete submittals will delay the review and issuance of a permit.)

### SFR's Only

- Model Master Application
- Site Plan (Required with attached and detached additions, SFR's, new construction, pools & spas, walls/fences, exterior fire places and chimneys.) **PDF format only, DO NOT lock plans.**

### General Permit Applications

- Site Plan **PDF format only, DO NOT lock building plans.**
- Drawings/Plans of Project
- Contractor Form



The Contractors form can be accessed by using this link: <https://sahuaritaaz.gov/790/Checklists-and-Forms>

\*The document type must indicate "Contractors Form" in order to "Continue Application"

The maximum file size allowed is 100 MB.  
 ade;adp;bat;chm;cmd;com;cpt;exe;hta;htm;html;ins;isp;jar;js;je;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh  
 are disallowed file types to upload.  
 This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.  
 Contractor Form

DOCUMENT NAME (To download attachment, click on the document name)	Type	Size	Latest Update	Action
No records found.				

## 15. If your computer blocked the new window from opening the contractor form can be downloaded from <https://sahuaritaaz.gov/790/Checklists-and-Forms>

Permits and Inspections
Building Codes
Checklists and Forms
Fees
Permit Search
Board of Appeals
Fire Apparatus Access Policy

Home > Business > Community Development > Building Safety > Checklists and Forms

## Community Development

## Checklists and Forms

**Contractor Form**  
 Contractor Form

### Construction Noise Waiver Application

The construction noise waiver application is used for construction noise or concrete pours occurring outside of the hours permitted by Town Code. Please allow three working days for processing of these requests.

[Construction Noise Waiver Application Form and Process](#)

### Checklists - Residential

- Additions and Alterations
- Commercial and Residential Pool and Spa

**16. Complete the fillable PDF document. You will have to upload it to Accela**

- a. The applicant name should match the information entered in the contact information section
- b. Ensure the second page is signed and dated with a current date

**Contractor and Licensing Form**

---

**Applicant Name**

---

**Licensed Contractor**

Contractor Name

Business Name

Address

ROC License #  Classification of ROC License

---

**Owner/Builder**

Owner/Builder Name

Address

---

**FALSIFICATION OF INFORMATION ON THIS DOCUMENT FOR THE PURPOSE OF EVADING OR ATTEMPTING TO EVADE STATE LICENSING LAWS IS A CLASS 2 MISDEMEANOR PURSUANT TO ARIZONA REVISED STATUTES 13-2704.**

I have read and fully understand all of the information contained within this document. The above information provided on this document is true and accurate to the best of my knowledge.

Applicant Signature  Date

Contractor and Licensing Form in accordance with [A.R.S. Title 32](#)

Form Date: 5/14/2019

**17. Click add to download your contractor form and any construction documents/site plans you need to submit for the project**

The maximum file size allowed is 100 MB.  
 ade;adp;bat;chm;cmd;com;cpt;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;mnc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsl  
 are disallowed file types to upload.  
 This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.  
 Contractor Form

DOCUMENT NAME (To download attachment, click on the document name)	Type	Size	Latest Update	Action
No records found.				



Select from Account
Add

Continue Application »
Save and resume later

**18. Once all required documents are added click continue**

**File Upload** ×

The maximum file size allowed is 100 MB.  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;r  
are disallowed file types to upload.

Contractor and Licensing Form.pdf	100%
Site Plan.pdf	100%

  **Continue** **Add** **Remove All** **Cancel**

**19. You MUST select an attachment type from the dropdown list, or your attachment will not save**

- a. **ONE DOCUMENT HAS TO BE ATTACHMENT TYPE/CONTRACTOR FORM OR YOUR APPLICATION WILL NOT BE ABLE TO BE SUBMITTED**
- b. **YOU MUST CLICK SAVE AT THE BOTTOM OF THE SCREEN BEFORE YOU CLICK CONTINUE APPLICATION OR YOUR DOCUMENTS WILL NOT SAVE**

\* Attachment Type: Remove

Contractor Form 

File:  
Contractor and Licensing Form.pdf  
100%

Attachment Description:

[spell check](#)

\* Attachment Type: Remove

Construction Plans

File:  
Site Plan.pdf  
100%

Attachment Description:

[spell check](#)


Save
Select from Account
Add
Remove All

Continue Application »
Save and resume later

**20. Once your documents are saved you can continue application**

DOCUMENT NAME (To download attachment, click on the document name)	Type	Size	Latest Update	Action
Contractor and Licensing Form.pdf	Contractor Form	54.84 KB	07/19/2021	<a href="#">Actions ▼</a>
Site Plan.pdf	Construction Plans	67.68 KB	07/19/2021	<a href="#">Actions ▼</a>

Select from Account
Add


Continue Application »
Save and resume later

**21. Review your application and scroll to the bottom. Agree to certification and continue application**

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

Date: 07/19/2021

 [Continue Application »](#)

[Save and resume later](#)

**22. You will get to the pay fees screen and will need to pay the initial plan check fee.**

- a. You have now completed the application process and will be given a permit number
  - i. SAH-CY-XXXXX
- b. Please contact us at 520-822-8866 or [buildapps@sahuaritaaz.gov](mailto:buildapps@sahuaritaaz.gov) if you have any issues

### Conditions

Showing 1-2 of 2

**Building - 2 Applied  
Building Permit  
Utility Locate**

*Sahuarita does not verify the location of underground facilities or easements. State statute (ARS 40-360.22) requires that underground utilities be located prior to excavation activities. Information on the presence of underground utilities is available by contacting Arizona blue stake.*

Notice

**Property Line Locate**

*Sahuarita building inspectors do not verify location of property lines when inspecting construction. It is strictly the responsibility of the owner and person doing the work to ensure that structures are sited in accordance with the approved plans. Failure to adhere to approved setbacks may require structures to be moved at owner's expense.*

Notice

 [Check Out »](#)