



375 W. Sahuarita Center Way

Sahuarita, Arizona 85629

520-822-8866

<http://www.sahuaritaaz.gov>

## **EZ PERMIT – Residential Rolling Shades**

### **Submittal Checklist**

TO BE USED FOR – **RESIDENTIAL ELECTRICAL EZ PERMIT APPLICATIONS**– SUBMITTED BY  
HOMEOWNERS

**The following items are required, and submittals must be complete before being accepted for review.**

#### **Submit a complete Application request**

- ❑ Contact the Community Development Department, Building Safety subdivision via email to [buildapps@sahuaritaaz.gov](mailto:buildapps@sahuaritaaz.gov)  
Include in the subject line of the e-mail “**EZ PERMIT- Residential Rolling shades**” followed by the property address.  
Include the Completed Home Owner/ Applicant Information Form in your email.  
Signed and dated.

OR

- ❑ Submit your electronic form via [EZ Permit Application](#).

#### **Attach to your e-mail or electronic form the following Documents (PDF format only)**

- ❑ Rolling Shades EZ Permit Form – filled out.

A \$120 fee (\$80 for the Plan Check Fee and \$40 for intake) must be paid for the application to be deemed complete and for the plan review to begin. The fee will be invoiced once the received information is complete. You will be notified via email; payment can be made online or over the phone.

#### **Notes:**

- Upon approval, the remaining fees will be invoiced. Once they are paid, your permit and approved documents will be emailed to you.
- Once the work is completed, request to schedule your inspections via email or phone.
- A printed copy of the permit and approved documents must be on-site upon inspection.