



375 W. Sahuarita Center Way

Sahuarita, Arizona 85629

520-822-8866

<http://www.sahuaritaaz.gov>

EZ PERMIT – Residential Electrical Reconnect only Submittal Checklist

**TO BE USED FOR – ALL RESIDENTIAL ELECTRICAL RECONNECT 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 e-mail to buildapps@sahuaritaaz.gov
Include in the subject line of the e-mail “EZ PERMIT- Residential Electrical Reconnect” followed by the property address.

OR

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

Attach to your email the following Document (PDF format only)

- Completed Home Owner/ Applicant Information Form. Signed and dated.

*This form is not needed when submitting an electronic form.

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

Notes:

- If your power has been disconnected for more than six months or as a result of a fire, you will need a building permit and site inspection before the electric utility company granting a reconnection and turning on your power.
- Once you have a permit, a FINAL inspection will need to be scheduled for the next working day. When scheduling the inspection be sure to leave a phone number where you can be reached and provide a key safe code (if applicable).

- Please make sure to “pre-inspect” the dwelling to help ensure that you do not fail your electric reconnect inspection. A failed inspection will cause a denial of the release of power. You will not be able to get your power turned on until after corrections are made and a re-inspection is scheduled and approved.
 - Verify that all existing lights, receptacles, and switches are in place.
 - Verify there is no hazardous existing wiring or improper grounding/bonding.
 - All wire ends must be capped (wire nuts), and no exposed wiring in the residence is allowed.
 - Verify there is no new/recent wiring installed without permits.
 - Verify that all breakers are in good shape in the electrical main panel and any knockouts are covered with an approved plug.
- *If you would like to schedule an inspection on the same day the electric service is being installed, coordinate a disconnect time with the electric utility company. When you submit the electric reconnect permit, let us know if you would like a same-day inspection. The afternoon before the work is taking place, please contact the Building Safety Division at 520-822-8866 to coordinate.*

Access to the property and the electrical panel must be provided.

- The permit must be on site for the inspection; it is recommended that it be placed in the electrical panel or on the kitchen counter.
- The electrical panel must have the address permanently affixed outside the panel, typically under the electrical meter.
- All circuit breakers in the electrical panel must match the manufacturer; if circuits have been added without a permit, they must be removed, or a separate permit will be required.