



375 W. Sahuarita Center Way

Sahuarita, Arizona 85629

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<http://www.sahuaritaaz.gov>

## **EZ PERMIT – Residential Above Ground Spa only Submittal Checklist**

TO BE USED FOR – **ALL RESIDENTIAL SPA ONLY 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](mailto:buildapps@sahuaritaaz.gov)  
Include in the subject line of the e-mail “**EZ PERMIT- Residential Above Ground Spa**” followed by the property address.  
Include in your email the Completed Home Owner/ Applicant Information Form.  
Signed and dated.

OR

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

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

- ❑ Spa Only EZ Permit Form – filled out and including:  
Site plan including:
  - Spa location with setbacks from all sides
  - Disconnect or overcurrent protection. Indicate the breaker size to be used.
  - Size and type of feeder wire or equivalent, and installation information (conduit size, schedule type, length and depth of trench, location of the receptacle, etc).
  - Indicate that the disconnecting means is a minimum of 5’ measured horizontally from the water edge of the outdoor spa.
- ❑ Spa specification sheets

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 ready to be inspected, request to schedule your inspections via email or phone call.
- A printed copy of the permit and approved documents must be on-site upon inspection.
- Homeowner Associations may have different requirements, which are the applicant/owner's responsibility to verify.