Photovoltaic 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

☑ 2 Copies of Drawings (minimum 11 x 17)
  ☐ Site plan
  ☐ Roof plan showing the PV array grouping, if applicable

☑ 2 Copies of Structural Load Analysis by an Arizona Registrant OR PV Roof Uplift Calculator

☑ 2 Copies of PV Standard or Micro Inverter Calculator

☑ 2 Copies of One-Line/Three-Line Diagram

☑ 2 Copies of Electrical Panel Schedule, if applicable

☑ 2 Copies of Manufacturer’s Specifications for Equipment
  ☐ Inverters, modules, racking systems, etc.

☑ 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:
- Roof mounted equipment shall have a distribution weight load of not more than 4 lbs./square foot and less than 45 lbs. point load per attachment. If these numbers are exceeded, a signed and sealed structural design analysis will be required.
- If photovoltaic panels extend above the roof, provide elevation showing panel height.