

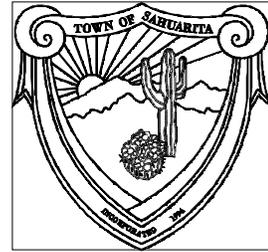
## Town of Sahuarita

375 W. Sahuarita Center Way

Sahuarita, Arizona 85629

520-822-8866

<http://www.sahuaritaaz.gov>



## Tent 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>
  - ❑ Submittals may be emailed to [builddapps@sahuaritaaz.gov](mailto:builddapps@sahuaritaaz.gov)
  - ❑ Property owners email address is required
  - ❑ Sign and date the application
  - ❑ Plan check fee must be paid at time of submittal
- ❑ If applicant is not the property owner, a **copy of the agreement** between the owner and the agent or a **signed letter** from the property owner stating that the applicant is an authorized agent will be required.
- ❑ **2 Copies of Drawings** (minimum 8½ x 11)
  - ❑ Site plan showing the location of the tent with dimensioned setbacks from property lines and other surrounding structures.
  - ❑ Floor plan of tent showing how the tent will be set-up for use, i.e. platform for performances, tables and chairs, standing space, etc.
  - ❑ Indicate method of anchorage; bracing and anchorage to withstand the elements of weather and prevent against collapsing. If water barrels are to be used please provide structural and wind load calculations prepared by an Arizona Registrant.
  - ❑ Indicate locations of 'No Smoking' signs, exit signs and fire extinguishers (extinguishers must have been serviced within one year by an independent third-party fire protection company).
- ❑ **2 Copies of Flame Retardant Certificate**
- ❑ **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:

- Tent permit is required when the tent has 2 or more sides and is in excess of 400 sq. ft. or if open with 1 or no sides and is in excess of 900 sq. ft.
- A licensed contractor is required for a tent permit.
- After hour inspections are available, please contact our office to schedule ahead of time.