



375 W. Sahuarita Center Way  
Sahuarita, Arizona 85629  
520-822-8866

<http://www.sahuaritaaz.gov>

## Model Plan Submittal Checklist

TO BE USED FOR - **MODEL PLAN**- PERMIT APPLICATIONS

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

For current codes and amendments, please visit our website at  
<https://sahuaritaaz.gov/789/Building-Codes>

**Submit Application Online** <https://aca.accela.com/TOS/Default.aspx>

- Create a user profile online, directions on the website
- Complete all information and submit all of the following required documents on the website
- Plan check fee must be paid for the application to be deemed complete and for the plan review to begin

### **Upload the following construction documents in PDF format (*only*)**

- Cover sheet with page index and all options listed
- Floor Plans dimensioned
- Elevations (Review for zoning requires measurements for building heights shown on elevations.)
- Building Sections
- Foundation Plans
- Framing Plans
- Roofing Plans
- Mechanical Plans
- Plumbing Plans to include schematics for gas, waste and potable water
- Electrical Plans to include a load calculation, a 1-line diagram, a bonding/grounding diagram
- Fire Sprinkler Plans and Hydraulic Calculations, if applicable (may be deferred submittal)

**Structural Calculations sealed by an Arizona Registered Design Professional (If applicable)**

**Building drawings sealed by an Arizona Registered Design Professional**

**Soils Report Not more than 1 year old**

**Truss Calculations**, deferred truss submittals will be accepted; please note on cover sheet.

- If there is an architect and/or engineer of record, truss calculations **must** bear a shop drawing stamp showing this review has been done. A plan review will not be

required but truss calculations must be submitted and approved for permit number identification by the Town prior to scheduling the shear bracing/exterior framing inspection.

- ❑ If there is no architect or engineer of record, a plan review will be required. Truss calculations **must** be submitted and reviewed by the Town prior to scheduling the shear bracing/exterior framing inspection so schedule accordingly.
- ❑ Truss layout **must** accompany truss calculations.

**Upload Energy/RESCHECK AND APPROVED DESIGN PROGRAM FOR S D & J Calculations (PDF format)**

**Upload Completed & Signed Contractor Form**

Provide contractor's/subcontractor's license number and Sahuarita business license number (if already obtained). Any business doing work in the Town of Sahuarita requires a business license there is currently no cost for a business license, and can be applied for at <https://sahuaritaaz.gov/248/Business-Regulatory-Licenses>  
Please contact the Clerk's office at 520-822-8801 for further assistance.

- ❑ If Special Inspection is required a list of approved Special Inspectors are on our website <https://sahuaritaaz.gov/DocumentCenter/View/1950/Approved-Special-Inspector-List>

**Note:**

- The Town of Sahuarita Planning and Building Department must approve the Model Plan before a Single Family Residence (SFR) permit will be issued.
- Fire sprinklers are required if residence exceeds 3600 square feet (includes living, garage and porches enclosed on three sides and greater than a depth of 4').