

## Town of Sahuarita

375 W. Sahuarita Center Way  
Sahuarita, Arizona 85629  
520-822-8866  
<http://www.sahuaritaaz.gov>



## Model Plan 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 <https://sahuaritaaz.gov/789/Building-Codes>.

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

- Create user profile online, directions on website
- Complete all information and submit all of the following required documents on website
- The Town of Sahuarita Planning and Building Department must approve the Model Plan before a Single Family Residence (SFR) permit will be issued.*
- Upload the following construction documents in PDF format (only)**
  - Cover sheet with index and all options listed
  - Floor Plans
  - Elevations (*Review for zoning requires building heights shown on elevations.*)
  - Building Sections
  - Foundation Plans
  - Framing Plans
  - Mechanical Plans
  - Plumbing Plans
  - Electrical Plans
  - Fire Sprinkler Plans and Hydraulic Calculations, if applicable (Deferred Submittal) (*Fire sprinklers may be required if residence exceeds 3600 square feet including, garage and porches enclosed on three sides*).
- Upload Structural Calculations (PDF format)**, when designed by an engineer
- Truss Calculations**, deferred truss submittals will be accepted; please note on cover sheet.
  - If there is an architect and 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 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/Manual D & J Calculations (PDF format)**
- Upload Soils Report (PDF format)**
- Upload Completed 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. Please contact the Clerk's office at 520-822-8801 for further assistance.