



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

<http://www.sahuaritaaz.gov>

## Assisted Living Facility R4 “ONLY” Submittal Checklist

TO BE USED FOR – **COMMERCIAL ALTERATION** – PERMIT APPLICATIONS

**PER THE TOWN OF SAHUARITA AMENDMENTS TO THE 2018 IBC THE CHANGE READS “MORE THAN FIVE BUT NOT MORE THAN 10 PERSONS”**

**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 plan review to begin
- Planning must be contacted prior to submitting for a Building Permit to determine if the location meets the specific requirements for area separation

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

- Letter from property owner (if applicant is not the property owner) giving permission to apply for a permit for the specific address
- Include valuation, square footage, parcel number, lot number, address, subdivision, if applicable
- Fire Sprinkler Plans and Hydraulic Calculations Designed by a minimum Nicet III
- Building Evacuation Plan
- Copy of the Approved Arizona Department of Health Services Zoning Clearance Form signed by the Town of Sahuarita Planning and Zoning Division
- Contractor Form, completed and physically or digitally signed

### **Upload Completed and Signed Contractor Form**

- Provide contractor's/subcontractor's license number and Sahuarita's 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 the business license, and it 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 criteria designates occupancy classification of E additional items will be required

**Note:**

- An automatic sprinkler system must be provided throughout all buildings (2018 International Building Code Section 903.2.7)
- Fire inspection is required as part of the permit and will be performed by the Planning and Building Department in conjunction with your fire service provider.
- Certificate of Occupancy inspection will also be required. **The building will be required to meet all current building codes because the occupancy is changing from R-3 to R4.**
- Address numbers must be posted before inspections. Pima County Address Display Requirements can be found at <http://webcms.pima.gov/cms/One.aspx?pageId=61728>
- If seeking Hospice Care, special provisions must be met and coordinated through the Town Fire Marshal.