



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

<http://www.sahuaritaaz.gov>

Commercial (New, Addition, Shell Building) Submittal Checklist

TO BE USED FOR – **COMMERCIAL ADDITION & COMMERCIAL NEW** – 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>

- Each building will require a separate permit
- 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

Upload the following construction documents in PDF format (*only*)-sealed by an Arizona Registered Design Professional

- Cover sheet with page index
- Site Plan
- 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 (may be deferred submittal)
- Flow test for hydrants if applicable

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 before scheduling the shear bracing/exterior framing inspection.

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

Upload Energy/COMCHECK OR APPROVED DESIGN PROGRAM FOR S D & J Calculations (PDF format)

Upload Soils Report/Geotechnical Report (No Greater Than 1 Year Old)(PDF format)

Upload Specification sheets (PDF format)

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.
- ❑ ADA requirements per the Accessible and Usable Buildings and Facilities ICC A117.1-2009.

The following items are required at the SECOND resubmittal and must be completed before being accepted for review: All plan review comments must be addressed.

Sahuarita (or Pima County) Industrial Wastewater Application Submitted, if applicable

- ❑ Submit drawings directly to Sahuarita Public Works or Pima Wastewater
- ❑ Provide an email from Public Works stating they have received the submittal

Pima County Department of Environmental Quality (PDEQ) Construction Authorization, if applicable

Grading Permit Approval

- ❑ Submit drawings directly to Sahuarita Public Works for a grading permit
- ❑ **Town of Sahuarita Sewer Card OR Pima County Sewer Card**, depending on sewer provider

Note:

- **A PRE-APPLICATION meeting is recommended prior to starting a development plan. You will meet with Planning & Zoning, Public Works, Fire and Building Safety to go over items specific to your project. Please contact 520-822-8855 to schedule a meeting.**
- If the building owner does not own the property, a letter from the owner permitting the building is required.
- Tenant improvements or Additions require a separate permit from the shell building. Utility clearances and Certificate of Occupancies will only be issued for tenant improvement permits.

- If special inspections are required, the special inspection registrant must be on the Town of Sahuarita's approved list. Contact the Building Safety Division at buildapps@sahuaritaaz.gov to add a registrant.
- During construction, fire flow and fire access per 2018 IFC Appendix B & D are required before combustible materials are permitted on site.
- A Pre-Construction meeting is required as the first inspection.