



TOWN OF SAHUARITA

Community Development

375 W. Sahuarita Center Way

Sahuarita, Arizona 85629

520-822-8866

<http://www.sahuaritaaz.gov>

Residential Commercial Pool/Spa

Submittal Checklist

TO BE USED FOR – **ALL COMMERCIAL AND RESIDENTIAL** – 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
- Property owners email address is required
- Sign digitally or hand sign and scan to upload pdf and date the Contractor Form
- Plan check fee must be paid for the application to be deemed complete and for the plan review to begin

Upload PDF Documents *only*

- Model pool plan and letter of authorization from Model Pool Plan permit holder
- Site plan - show construction access
- Structural sealed drawing from model plan – highlight information on engineering sheets specific to this project
- Any additional structural design related to a commercial application
- 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 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.
- ADA requirements per the Accessible and Usable Buildings and Facilities ICC A117.1-2009 for all Commercial Pools

Note:

- The first inspection must be a Pre-Construction meeting on site with the property owner and the pool builder.
- Model Pool Plan must be approved by the Town of Sahuarita Planning and Building Department before a site plan permit will be issued. If the pool/spa is Owner/Builder, structural drawings prepared by an engineer are required.
- Pre-fabricated swimming pools require a permit except when 18 inches or less in depth.
- Review required for zoning setbacks (4 feet from side/rear property line to the edge of water).
- Right-of-way use permits may be required for access on Town of Sahuarita right-of-way. Please contact Public Works at 520-344-7100.
- Fiberglass pools require the barrier to be in place prior to the pool installation.
- Homeowner Associations may have different requirements which are the applicant/owner's responsibility to verify.