



375 W. Sahuarita Center Way

Sahuarita, Arizona 85629

520-822-8866

<http://www.sahuaritaaz.gov>

Commercial Tenant Improvement Submittal Checklist

TO BE USED FOR – **COMMERCIAL ALTERATION** – 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
- Documents must be drawn by Arizona Licensed Design professional
- 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
- Cover sheet with index and all options listed
- Floor Plans
- Building Sections
- Foundation Plans
- Framing Plans
- Mechanical Plans
- Plumbing Plans
- Electrical Plans
- Updated Fire Sprinkler Plan and Fire Alarm Plan
- Updated Type I Kitchen Hood and Suppression System Plans

NO DEFERRED SUBMITTALS

Upload Manufacturer's Specifications, for equipment (**PDF format**)

Upload Pima County Health Department Approval, if applicable

Upload Structural Calculations, if applicable

Upload Completed and 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 the 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.

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

Note:

- **NO DEFERRED SUBMITTALS FOR FIRE SPRINKLER PLAN or FIRE ALARM PLAN.**
- 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.*
- Address numbers must be posted prior to final inspection. Pima County Address Display Requirements can be found at <http://webcms.pima.gov/cms/One.aspx?pageId=61728>.
- No tenant improvement permit will receive final inspections and approval for a Certificate of Occupancy until the shell building permit has a Certificate of Completion.
- A Pre-Construction meeting is required as the first inspection.