



TOWN OF SAHUARITA

Community Development

375 W. Sahuarita Center Way

Sahuarita, Arizona 85629

520-822-8866

<http://www.sahuaritaaz.gov>

Construction Trailer & Electrical Submittal Checklist

TO BE USED FOR – COMMERCIAL AND RESIDENTIAL UTILITY – 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*)

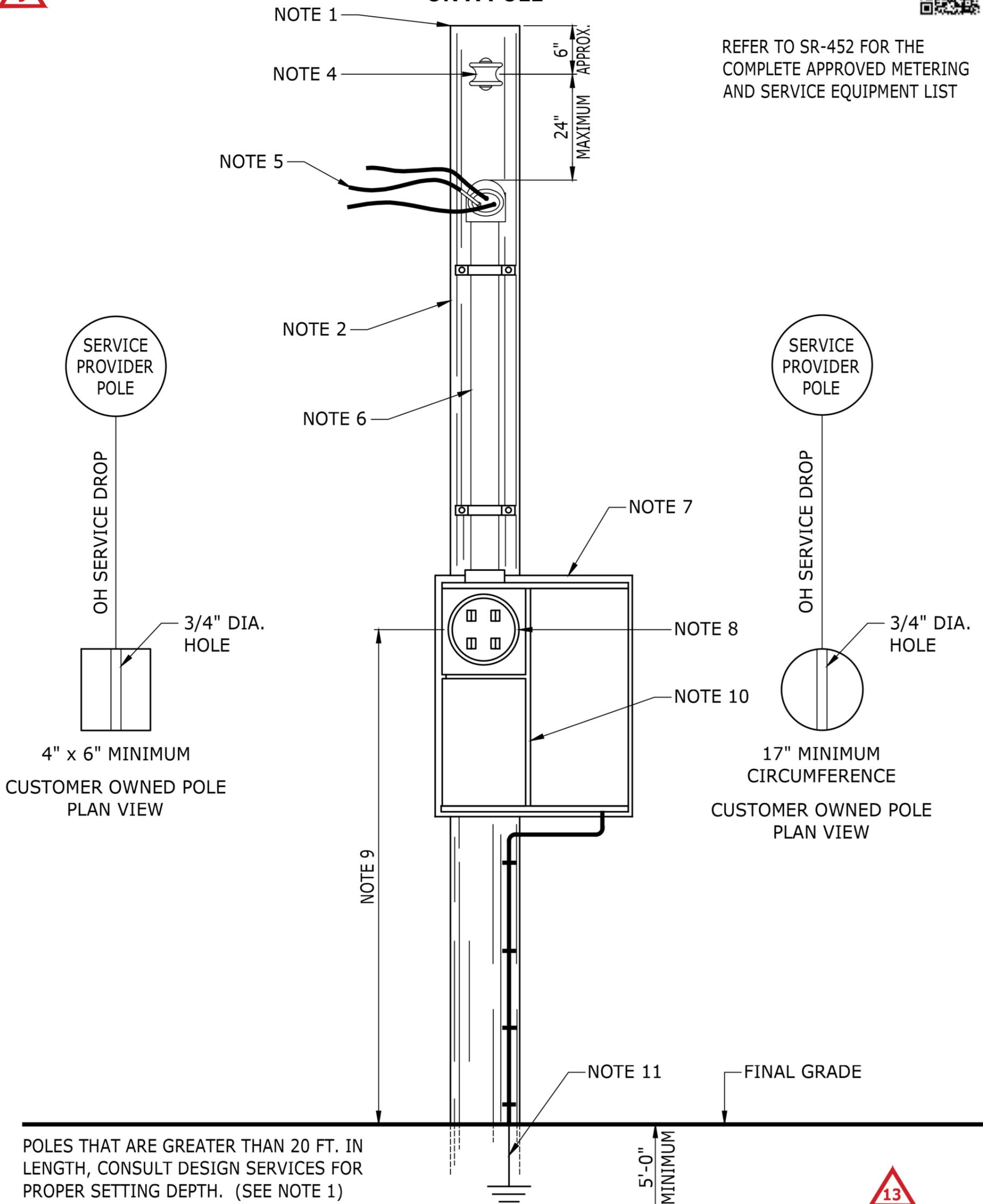
- Cover sheet with page index
- Site Plan showing the location of the construction trailer/factory-built building with dimensioned setbacks from property lines.
- Site area square footage must be shown.
- Letter of approval from Santa Rita Fire Department, Building and Life Safety, or State Department of Manufactured Housing – whichever is applicable.
- Provide the nearest upstream manhole elevation, the finish floor elevation, and state if a backwater valve is required or not on the plot plan.
- For all lots that are not mass graded, the following is required:
 - Show grading limits
 - Show total grading square footage of all improvements.
 - A Type I Grading Permit is required if the development envelope exceeds 14,000 square feet. Submit drawings directly to Public Works for grading plan approval.
- Structural plans, designed by an Arizona Registered Design Professional, will be required for ADA accessible ramp, guardrail/handrail details, dimensions, and elevation views.
- Sidewalks and driveways must be shown. Indicate square footage.

- ❑ Electrical plan – one line diagram & SEE ATTACHMENTS FOR TEMP SERVICE REQUIREMENTS AND GENERATOR REQUIREMENTS.
- ❑ Plumbing plan – size, type, and location
- ❑ Mechanical plan – type & where the unit will be located
- ❑ Setbacks, easements, and site visibility triangles must be marked on all sides of the property
- ❑ Town of Sahuarita Sewer Card or Pima County Sewer Card, depending on sewer provider
- ❑ **Copy of Recorded Partial Release of Assurance**
- ❑ **Upload Completed & 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 a 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.



SERVICE ENTRANCE ON A POLE

REFER TO SR-452 FOR THE COMPLETE APPROVED METERING AND SERVICE EQUIPMENT LIST



POLES THAT ARE GREATER THAN 20 FT. IN LENGTH, CONSULT DESIGN SERVICES FOR PROPER SETTING DEPTH. (SEE NOTE 1)



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SERVICE ENTRANCE ON A POLE



NOTES:

1. The service pole shall be a treated wood pole with a minimum circumference of seventeen (17") inches at the top, (Class 6) and length specified by Design Services. Setting depth to be a minimum of at least five (5'-0") feet. A pole to be used for permanent service shall be treated to resist rot and weathering. The pole shall be tall enough to give the service drop wires proper clearance above final grade as specified in Note 3. For poles extending more than 15 feet above ground, consult Design Services for pole specifications and setting depths. Holderness Supplies, 450 E Irvington Road, 520-889-1300 is a known source for purchase of required wood pole. 
2. The service pole location will be determined by mutual agreement between the customer and Design Services.
3. The point of attachment to the customer's service pole must be sufficiently high to provide the following minimum ground clearances to the Company's Service drop cable. (0-750V)
 - A. Over parking lots, service areas, public streets, alleys or driveways open to the public, or areas reasonably expected to be subject to equestrian activity - 18 feet.
 - B. Over private residential driveways and spaces or ways accessible to pedestrians only - 15 feet. May be reduced to 12 feet for supply conductors limited to 300V to ground and located more than 25 feet measured in any direction from a swimming pool or diving platform.
4. The conduit or cable weatherhead shall be a minimum of one (1) foot below the top of the pole. Weatherhead is to face in the same direction of Service Provider pole to be served from.
 - A. TEP will furnish and install the deadend clevis.
 - B. For UES, the customer will provide and install the deadend clevis.
5. Entrance conductors shall extend at least 24 inches from the conduit or cable weatherhead. The neutral conductor shall be identified with solid white tape for 120-240V and grey tape for 480V from the weatherhead for six (6) inches. When grouping with multiple risers, the entrance conductors shall extend at least 48 inches to allow for permanent connections.
6. The smallest diameter conduit for entrance risers shall be 2 inches.
7. A meter board 10" x 22" x 3/4", or larger, treated for outdoor application, shall be fastened securely to the pole for mounting meter sockets, switches, and any other devices necessary for adequate metering and protection.
8. Meters and instrument transformers will be supplied by Service Provider. Meter sockets are to be purchased, installed and maintained by the customer per SR-400 Series.
9. All meter sockets shall be mounted between 3'-6" minimum and 6'-3" maximum from final grade to the center of the meter.
10. The customer will provide a service disconnecting device which meets all requirements of the current National Electric Code. The operation of the device shall be such that the neutral (grounded conductor) is not broken when the device is opened. The operating handle or member shall be capable of being sealed either open or closed.
11. The service disconnect shall be effectively grounded in compliance with the applicable requirements of local governmental codes, or National Electrical Code requirements in the absence of local codes.
12. Temporary service duration is two (2) years or less.

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USE: ENTRANCE
REQUIREMENTS
ON A BUILDING

SERVICE ENTRANCE UNDERGROUND



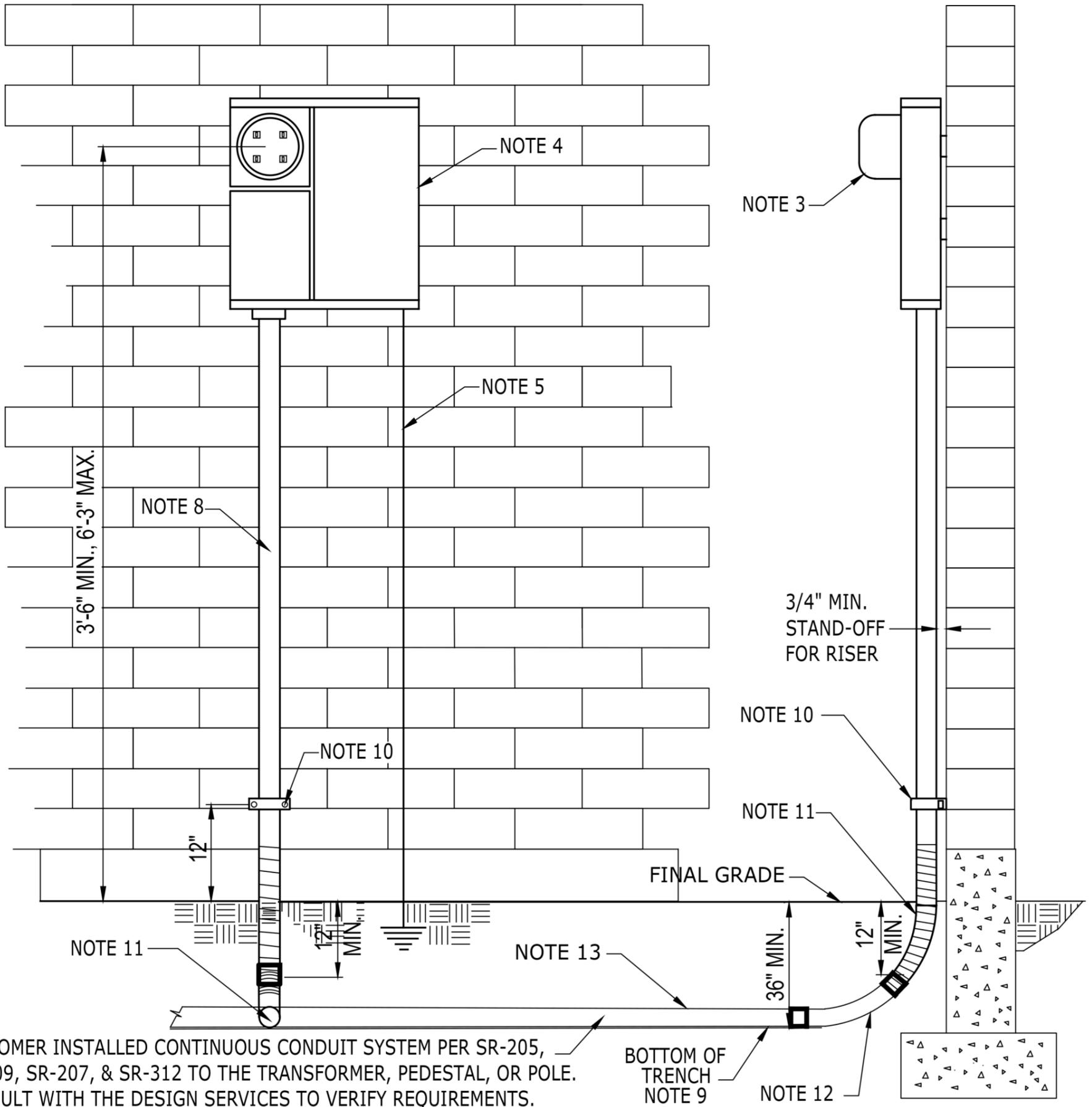
SEE SR-304, PAGE 1 AND 2 FOR METER LOCATION

RISER NOTE:

RIGID STEEL OR IMC CONDUIT MUST HAVE A PROTECTIVE TAPE APPLIED. THE TAPE IS TO BE INSTALLED STARTING 6" ABOVE FINAL GRADE DOWN BEYOND THE HDPE, SHUR-LOCK II OR PVC COUPLING JOINT. USE 10 MIL PROTECTION TAPE IN A HALF LAP INSTALLATION.

CONDUIT NOTES:

SERVICE PROVIDER DESIGNS EXCLUSIVELY WITH A CUSTOMER PROVIDED AND INSTALLED TOTAL CONDUIT SYSTEM.
2 1/2" SCHEDULE 40 ELECTRICAL PVC OR HDPE OR 4" SCHEDULE 40 ELECTRICAL PVC FOR 401-800A, REQUIRED FOR SERVICE DUCT RUNS.



CUSTOMER INSTALLED CONTINUOUS CONDUIT SYSTEM PER SR-205, SR-209, SR-207, & SR-312 TO THE TRANSFORMER, PEDESTAL, OR POLE. CONSULT WITH THE DESIGN SERVICES TO VERIFY REQUIREMENTS.

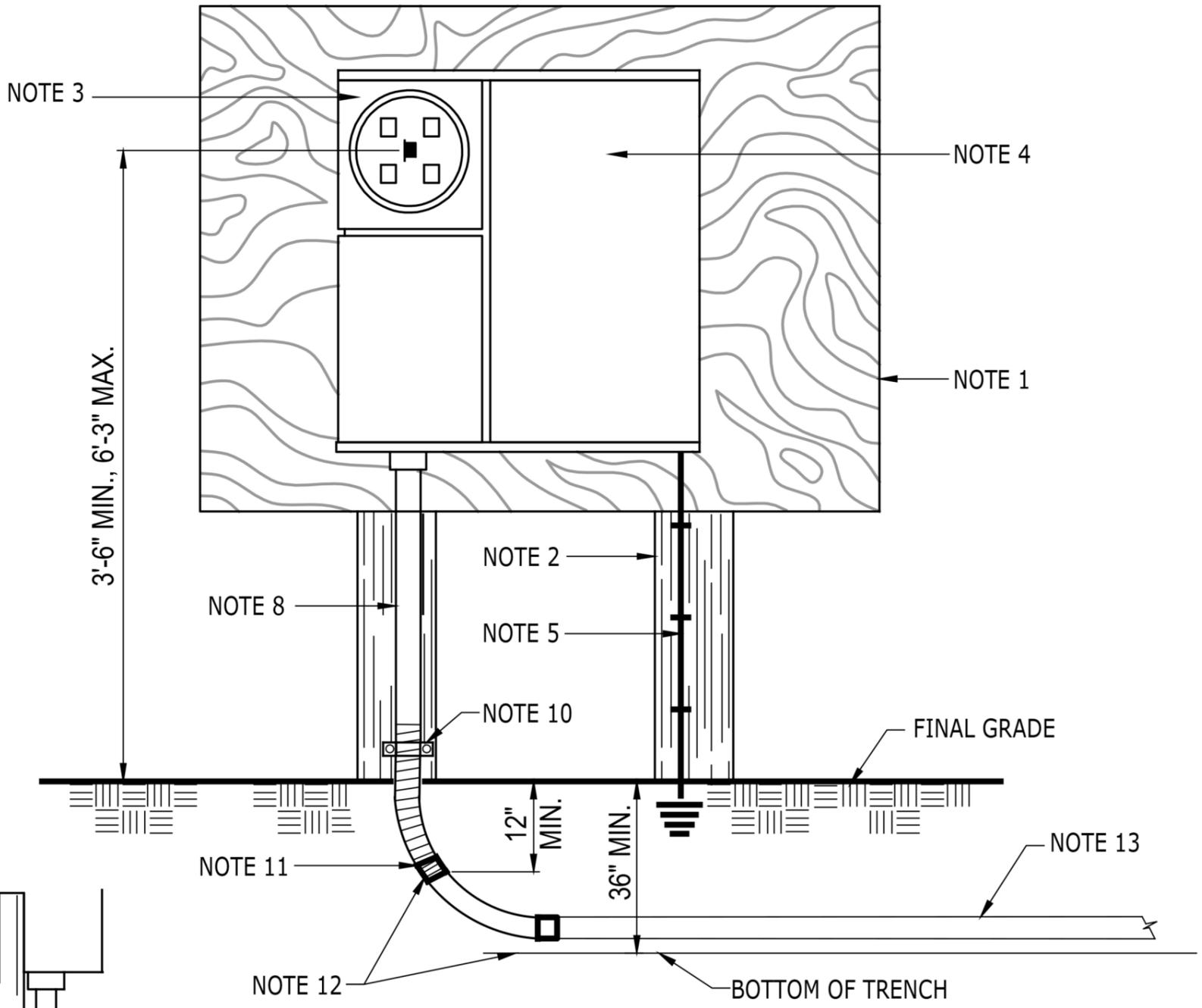
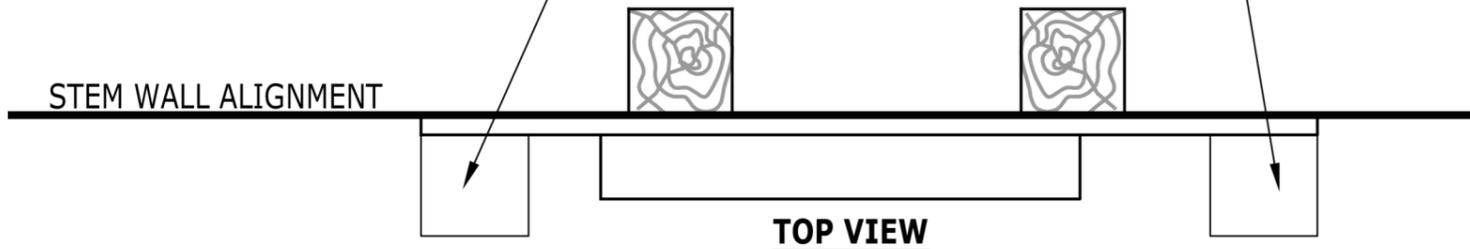
		INITIATED BY	SC	REVISION NO.	20	SR-310
		ESR COMM.	11-68	ESR COMM.	06-20	
				EFFECTIVE DATE	06-20	

**USE: ENTRANCE REQUIREMENT
ON STUB POLES
SUPPORTING PANEL**

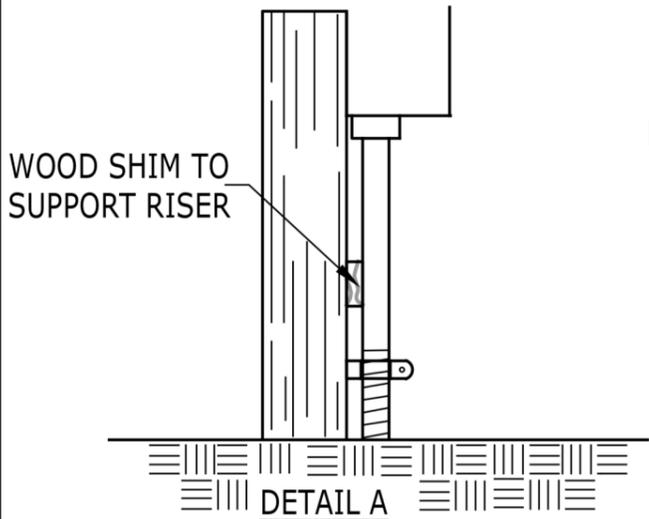
**SERVICE ENTRANCE
UNDERGROUND**



OPTIONAL LOCATION FOR 4" X 4" POST IF SERVICE IS TO
BE TRANSFERRED TO WALL OF PERMANENT BUILDING.
SEE DETAIL A BELOW



DETAIL FOR
OPTIONAL 4" X 4"
POST LOCATION



CUSTOMER INSTALLED CONTINUOUS CONDUIT SYSTEM PER SR-205,
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UNDERGROUND**



1. If utilized, a meter board 10 inch x 22 inch x 3/4 inch or larger, treated for outdoor application, shall be fastened securely to the building wall, or other support, for mounting meter sockets, switches, and any other devices necessary for adequate metering and protection. Other mounting arrangements subject to the Company's approval.
2. Where meter socket and switches are mounted on a meter board supported by two stub poles, such poles shall be a nominal 4 inch x 4 inch, and treated to resist rot and weathering. The poles shall be set sufficiently deep to provide rigid support for installation of the meter and operation of the switch.
3. Meter and instrument transformers will be furnished by Service Provider. Meter sockets are to be purchased and installed by the customer per the SR-400 Section.
4. The customer shall provide a service disconnecting device which meets all requirements of the current National Electrical Code. The operation of the device shall be such that the neutral (grounded conductor) is not broken when the device is opened. The operating handle or member shall be capable of being sealed either open or closed.
5. The service disconnect switch shall be effectively grounded in compliance with the applicable requirements of local governmental inspection codes, or current National Electrical Code requirements in the absence of local codes.
6. All meter sockets shall be mounted between 3'-6" minimum and 6'-3" maximum from final grade to the center of the meter.
7. The service disconnect switch described in Note 4, above, may be mounted beside and separate from the meter socket.
8. The service run from the meter socket down the building wall or mounting board shall be in rigid or intermediate steel conduit (RMC or IMC), conduit shall be 2 1/2 inch for 0-400A, and 4 inch for 401-800A, with a 45 degree or 90 degree sweep into the service trench. The steel portion of the riser shall be 1 foot below the final grade. A threaded connection is required at both ends of the riser. All installations over 400A may require two 4 inch diameter PVC Schedule 40 electrical grade conduits. The customer is required to install a protective tape to the riser starting 6 inch above the final grade, then down beyond the HDPE or PVC coupling joint. The tape shall overlap the coupling joint by a minimum of 2 inches.

Single-phase service to individual residential or commercial customers, refer to SR-310, Page 1, will normally be furnished using the Company's underground cable. The customer will be required to furnish and install a continuous conduit system sized for the service entrance amperage. When total service switch capacity on existing buildings is increased beyond the capability of existing service cable sized to handle the initial switch capacity, the customer will be responsible for the cost of any trenching and duct installation which may be required to enable the Service Provide to adequately serve the increased load.

Single-phase service cable to apartment buildings and townhouse complexes shall be sized based on the estimated demand load. If this demand is expected to exceed the ampacity of a 2 1/2 inch conduit, then a 4 inch or two 4 inch continuous conduit system must be installed by the customer. For riser requirements at a pole, refer to SR-308A and SR-220.

All continuous conduit runs regardless of size, are to have a 45 degree or 90 degree sweep with a 36 inch radius at service riser, and a 90 degree sweep with a 36 inch radius at pad-mount transformer, pedestal, or pole riser. The total of all deflections within the conduit run are not to exceed 270 degrees, see Note 14 for exceptions. Refer to SR-205 for conduit requirements.

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SERVICE ENTRANCE UNDERGROUND



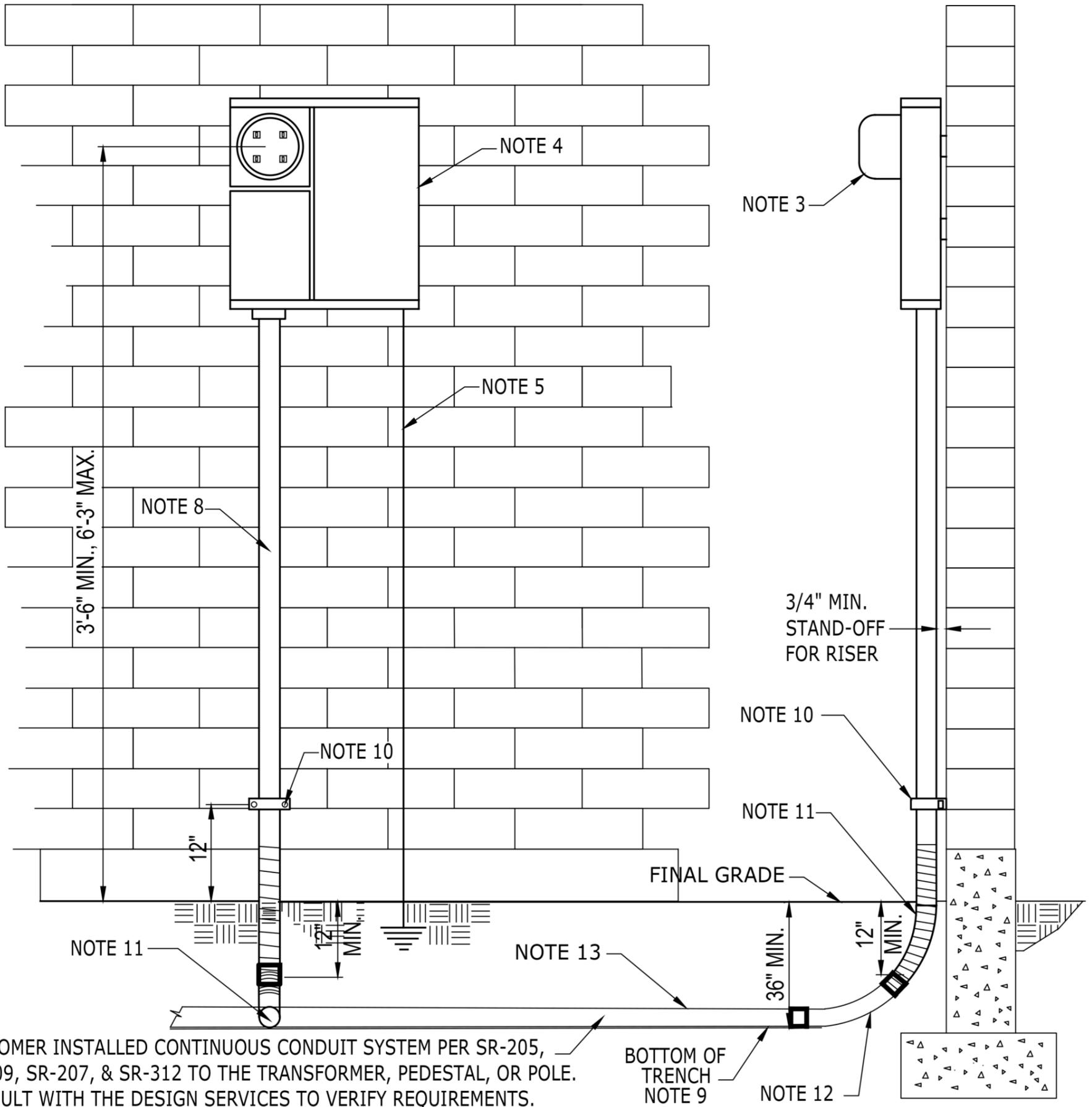
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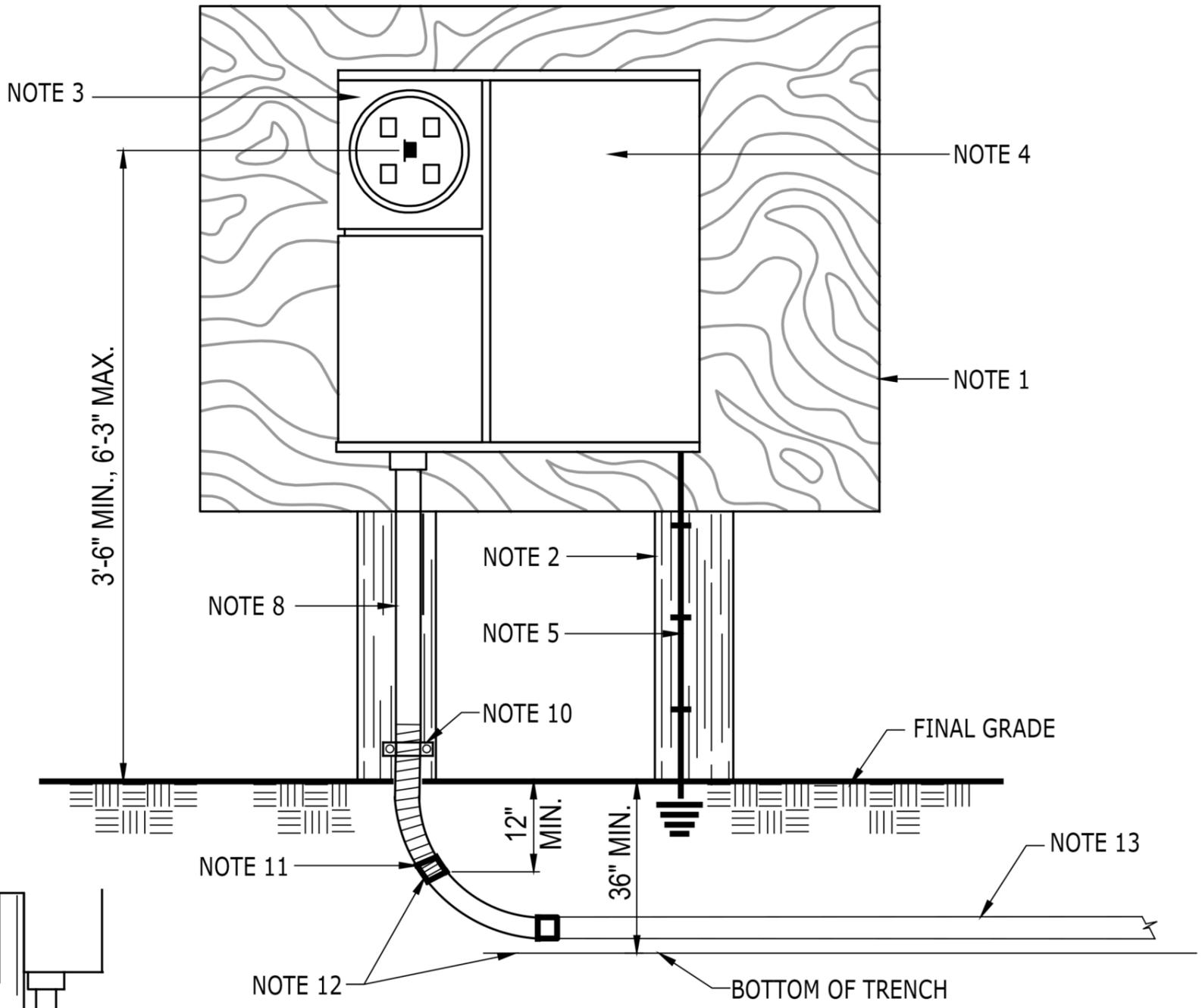
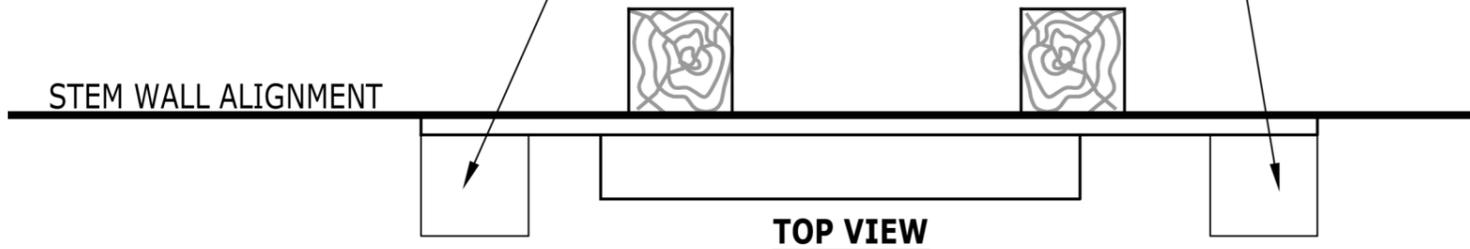
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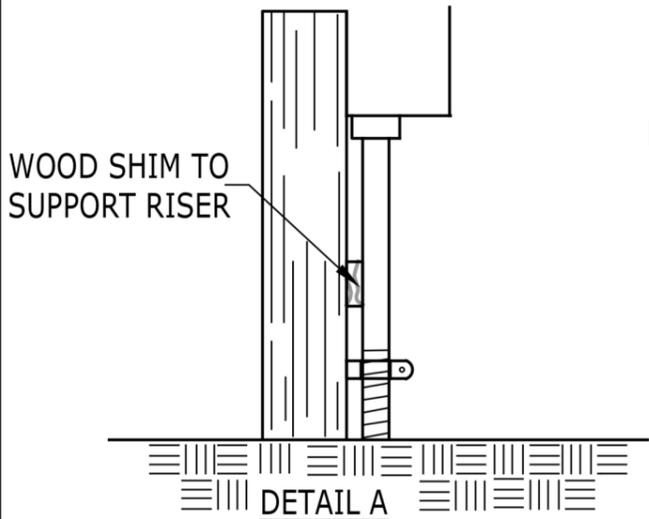
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