

## Town of Sahuarita

375 W. Sahuarita Center Way  
Sahuarita, Arizona 85629  
520-822-8866  
<http://www.sahuaritaaz.gov>



## Day Care 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: <http://sahuaritaaz.gov/buildingsafety>.

Submit Application Online <https://aca.accela.com/TOS/Default.aspx>

- Create user profile online, directions on website
- Complete all information and submit all of the following required documents on website
- Plan check fee must be paid for application to be deemed complete and plan review to begin

#### 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, elevation number, subdivision, if applicable.
- Fire Sprinkler Plans and Hydraulic Calculations
- Building Evacuation Plan
- Copy of the Approved Arizona Department of Health Services Zoning Clearance Form Signed by the Town of Sahuarita Planning & Zoning Division
- Completed Contractor Form and signed
- 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. Please contact the Clerk's office at 520-822-8801 for further assistance.
- Sign and date the application.
- Plan check fee must be paid at time of submittal.
- Building Evacuation Plan

#### 1 Copy of the Approved Arizona Department of Health Services Zoning Clearance Form

- Signed by the Town of Sahuarita Planning and Building Department

#### 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.

#### Note:

- An automatic sprinkler system shall be provided throughout all buildings (2018 International Building Code Section 903.2.8.2).
- Fire inspections are required as part of the permit. Inspections will be performed by the Planning and Building Department in conjunction with your fire service provider.

- Certificate of Occupancy inspection will be required by the Town of Sahuarita Planning and Building Department. **The building will be required to meet all current building codes because the occupancy is changing from R-3 to an E a (child day care facility that provides care for more than five but not more than 100 children 2-1/2 years or less of age, where the rooms in which the children are cared for are located on a level of exit discharge serving such rooms and each of the child care rooms has an exit door directly to the exterior, shall be classified as Group E) or an I-4.**
- Address numbers must be posted prior to inspection per Pima County Address Display Requirements at <http://webcms.pima.gov/cms/One.aspx?pageId=61728>
- If seeking Hospice Care, special provisions will need to be met and coordinated through the Town Fire Marshal.

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Applicant Signature

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Date