

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

<http://www.sahuaritaaz.gov>

Factory Built Building Submittal Checklist

TO BE USED FOR – **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, follow 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 for the plan review to begin
- Before submitting to the Arizona Office of Manufactured Housing for a permit, a site plan must be approved by the Sahuarita Planning and Building Department. Please call 520-822-8855 for site plan requirements
- Submit plans to the Arizona Department of Housing with a copy of the approved site plan

Upload a copy of the approved and stamped plans from the Arizona Office of Manufactured Housing to the corresponding Permit in the Accela Portal

- Town of Sahuarita Sewer Card OR Pima County Sewer Card**, depending on sewer provider.
- Provide septic permit, authorization to discharge & final inspections from the Pima County Department of Environmental Quality (PDEQ) for new septic systems. If connecting to an existing system, provide documentation from PDEQ to show the system is adequate.
- Submit drawings directly to Public Works for a grading permit.

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 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.

Note:

- A licensed installer is required to install factory-built buildings and must be on the Arizona Office of Manufactured Housing's approved list at <https://housing.az.gov/manufactured-housing>
- During construction, fire flow and fire access are required before combustible materials and factory-built buildings are permitted on site.
- A Pre-Construction meeting is required before any construction.