



TOWN OF SAHUARITA

Community Development

375 W. Sahuarita Center Way

Sahuarita, Arizona 85629

520-822-8866

<http://www.sahuaritaaz.gov>

Metal Building Submittal Checklist

TO BE USED FOR - ALL COMMERCIAL NEW - RESIDENTIAL NEW- 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>

- Each building will require a separate permit
- Create a user profile online, 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

Upload the following construction documents in PDF format (only)

- Cover sheet with page index for all sheets
- Site plan to include the square footage of all building areas, measurements from the lot line to all structures, and from structures to structures
- Floor Plan Dimensioned
- Elevations (*Review for zoning requires building heights shown on elevations*)
- Building Sections
- Foundation Plan designed and sealed by an Arizona Registered Design Professional
- Framing Plan
- Mechanical Plan, if applicable
- Plumbing Plan, if applicable
- Electrical Plan, if applicable
- Fire Sprinkler Plan, Fire Alarm Plan and Hydraulic Calculations, if applicable
- Flow test for hydrants, if applicable
- Structural Calculations sealed by an Arizona Registered Design Professional
- Building/Foundation drawings sealed by an Arizona Registered Design Professional
- Soils Report Not more than 1 year old
- Upload Specification sheets (PDF format)

Town of Sahuarita Sewer Card or Pima County Sewer Card, depending on sewer provider

- ❑ Required only if connecting to the sewer system
- ❑ Provide septic permit from 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.
- ❑ 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 needed if the development envelope is 14,000 square feet or greater. Submit drawings directly to Public Works for approval of the grading plan.

Truss Calculations and deferred truss submittals will be accepted; please note this on the cover sheet.

- ❑ If there is an architect and engineer of record, truss calculations must bear a shop drawing stamp showing this review has been done. A plan review will not be required but truss calculations must be submitted for permit number identification by the Town before scheduling the shear bracing/exterior framing inspection.
- ❑ A plan review will be required if no architect or engineer of record exists. Truss calculations must be submitted and reviewed by the Town prior to scheduling the shear bracing/exterior framing inspection, so schedule accordingly.
- ❑ Truss layout must accompany truss calculations.

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.
- ❑ If Special Inspection is required, a list of approved Special Inspectors is on our website <https://sahuaritaaz.gov/DocumentCenter/View/1950/Approved-Special-Inspector-List>