



TOWN OF SAHUARITA

Community Development

375 W. Sahuarita Center Way

Sahuarita, Arizona 85629

520-822-8866

<http://www.sahuaritaaz.gov>

Tent 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 an Arizona Licensed Design professional
- Plan check fee must be paid for the application to be deemed complete and for the plan review to begin
- If the applicant is not the property owner, a **copy of the agreement** between the owner and the agent or a **signed letter** from the property owner stating that the applicant is an authorized agent will be required.

Upload the following construction documents in PDF format (only)

- Site plan showing the tent's location with dimensioned setbacks from property lines and other surrounding structures.
- Floor plan of tent showing how the tent will be set-up for use, i.e. platform for performances, tables and chairs, standing space, etc.
- Indicate anchorage method; bracing and anchorage to withstand the weather elements and prevent collapsing or water barrels provide structural and wind load calculations prepared by an Arizona Registered Design Professional.
- Indicate locations of 'No Smoking' signs, exit signs and fire extinguishers (extinguishers must have been serviced within one year by an independent third-party fire protection company).

Upload Flame Retardant Certificate

Upload Completed and Signed Contractor Form

- Provide the contractor's/subcontractor's license number and Sahuarita's 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, which can be applied at <https://sahuaritaaz.gov/248/Business-Regulatory-Licenses>.
- Please contact the Clerk's office at 520-822-8801 for further assistance.

Note:

- Tent or membrane structures larger than 400 square feet or more than 700 square feet if at least two sides are open require a permit.