

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

<http://www.sahuaritaaz.gov>

Custom Residence Submittal Checklist

TO BE USED FOR - **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>

- 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
- Site plan to include square footage of all building areas, measurements from lot line to all structures and from structures to structures
- Floor Plan dimensioned
- Elevations (*Review for zoning requires measurements for building heights shown on elevations.*)
- Building Sections
- Foundation Plans
- Framing Plans to include prescriptive bracing, hold downs and clips or Engineering
- Roofing plans
- Mechanical Plans
- Plumbing Plans to include schematics for gas, waste and potable water
- Electrical Plans to include a load calculation, a 1-line diagram, a bonding/grounding diagram
- Fire Sprinkler Plans and Hydraulic Calculations, if applicable (may be deferred submittal)
- Flow test for hydrants if applicable

Upload Structural Calculations sealed by an Arizona Registered Design Professional (If applicable)

Building plans sealed by an Arizona Registered Design Professional (If applicable)

Soils Report Not more than 1 year old

Truss Calculations, deferred truss submittals will be accepted; please note on cover sheet.

- ❑ If there is an architect and/or engineer of record, truss calculations **must** bear a shop drawing stamp showing this review has been done. Truss calculations **must** be submitted and approved for permit number identification by the Town prior to scheduling the shear bracing/exterior framing inspection.
- ❑ If there is no architect or engineer of record, a plan review will be required. 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 Energy/RESCHECK

Upload APPROVED DESIGN PROGRAM FOR S D & J Calculations (PDF format)

Upload Specification sheets (PDF format)

Upload the Town of Sahuarita Sewer Card OR Pima County Sewer Card, depending on sewer provider

Upload Grading Permit Approval (if applicable)

- ❑ Submit drawings directly to Sahuarita Public Works for a grading permit.
- ❑ The Building Permit cannot be issued until the grading permit is issued.

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 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 are on our website <https://sahuaritaaz.gov/DocumentCenter/View/1950/Approved-Special-Inspector-List>
- ❑ If a homeowner is performing the work themselves, the contractor form still needs to be completed and signed.

Note:

- Fire sprinklers are required if the residence exceeds 3600 square feet (includes living, garage, and porches enclosed on three sides and greater than a depth of 4').