

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

<http://www.sahuaritaaz.gov>

Electrical Reconnect Submittal Checklist

TO BE USED FOR – ALL COMMERCIAL AND RESIDENTIAL 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, 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 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.

Upload Agreement

- If 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.
- If you are a realtor, make sure to have a copy of the HUD agreement, if applicable.

Note:

- If your power has been disconnected for more than six months or as the result of a fire, you will need a building permit and site inspection prior to the electric utility company granting a reconnection and turning on your power.
- Once you have a permit, a FINAL inspection will need to be scheduled for the next working day. When scheduling the inspection be sure to leave a phone number that you can be reached at in the comment section and a key safe code (if applicable).

- Please make sure to “pre-inspect” the dwelling to help ensure that you do not fail your electric reconnect inspection. A failed inspection will cause a denial of the release of power. You will not be able to get your power turned on until after corrections are made and a re-inspection is scheduled and approved.
 - Verify that all existing lights, receptacles and switches are in place.
 - Verify there is no hazardous existing wiring or improper grounding/bonding.
 - All wire ends must be capped (wire nuts) and no exposed wiring in the residence allowed.
 - Verify there is no new/recent wiring installed without permits.
 - Verify that all breakers are in good shape in the electrical main panel and any knock outs are covered with an approved plug.
- *If you would like to schedule an inspection on the same day the electric service is being installed, coordinate a disconnect time with the electric utility company. When you submit the electric reconnect permit, let us know if you would like a same-day inspection. The afternoon before the work is taking place, please contact the Building Safety Division at 520-822-8866 to coordinate.*

Access to the property and the electrical panel must be provided.

- Permit must be on site for the inspection; in the electrical panel or on the kitchen counter are recommended.
- The electrical panel must have the address permanently affixed on the outside of the panel, typically under the electrical meter.
- All circuit breakers in the electrical panel must match the manufacturer of the electrical panel; if circuits have been added without a permit they must be removed or a separate permit will be required.