



TOWN OF SAHUARITA

Community Development

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

<http://www.sahuaritaaz.gov>

HVAC & Water Heater Submittal Checklist

TO BE USED FOR – ALL COMMERCIAL AND RESIDENTIAL – 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
- Property owners email address is required
- Sign digitally or hand sign, date and scan to upload pdf the Contractor Form
- Plan check fee must be paid for the application to be deemed complete and for the plan review to begin

Upload PDF Documents only

- Site Plan - show layout of new exterior appliance and location/size of disconnect.
- B.T.U.'s for appliances, if applicable.
- Floor Plan - show layout of new interior appliances and type of existing utilities.
- Specifications and listing of any appliances.
- Manual J Comcheck report
- Indicate type/size of wire to be used and conduit size/type.

Upload Completed and Signed Contractor Form

- Provide contractor's/subcontractor's license number and Sahuarita 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, 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.
- The Town of Sahuarita is participating in a regional program for replacement of 'like-for-like' water heaters and mechanical units. A certified contractor certifies that the installation is done properly. For more information and to find a certified contractor, go to the following website <https://ezpermitting.org>