

375 W. Sahuarita Center Way
Sahuarita, Arizona 85629
520-822-8866
<http://www.sahuaritaaz.gov>

Model Home Conversion from Residential to Commercial Sales Office 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
- ❑ Plan check fee must be paid for the application to be deemed complete and for the plan review to begin

Project Narrative

- ❑ Describe the scope and nature of the project, including compliance with the Accessible and Usable Buildings and Facilities ICC A117.1-2009

Upload only PDF Documents for Construction Plans

- ❑ The plans must be prepared by an Arizona Registered Design Professional or be accompanied by an approval letter from the original Registered Design Professional and comply with the current IBC.
- ❑ The local adopted wind design criteria must be stated on the title sheet of the construction plans.
- ❑ The Model plans for the SFR's structures do NOT contain any details for the construction of the Garage door opening in-fill wall. These new walls are subject to our local wind loads.
- ❑ The construction plans must provide details for the construction and attachment of the Garage door opening in-fill wall.
- ❑ The construction plans must provide a floor plan that complies with the Accessible and Usable Buildings and Facilities ICC A117.1-2009
- ❑ The construction plans must provide plan sheets for any plumbing, electrical, or mechanical work to be installed.

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 Site Plan

- ❑ Depicting driveways, parking spaces, street frontage and general layout of the property
- ❑ Site plan shall denote the location of the required accessible parking facilities.
- ❑ The site plan must show the accessible Exit Discharge from the converted Garage to the adjacent public way.
- ❑ The site plan must show the location of the accessible toilet facilities, usually a portable unit.
- ❑ The site plan must show the required accessible routes from the accessible toilet facility to the accessible parking facilities and to the main accessible entrance to the converted Garage.