



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

<http://www.sahuaritaaz.gov>

Model Wall Submittal Checklist

TO BE USED FOR – ALL COMMERCIAL AND RESIDENTIAL WALLS– 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 for all sheets
- Wall sections dimensioned with size/spacing of vertical & horizontal reinforcement
- Footing details dimensioned with size/spacing of vertical & horizontal reinforcement
- Elevations dimensioned, if applicable

Upload Structural Calculations (Gravity and Lateral) sealed by an Arizona Registered Design Professional

Upload Soils Report Not more than 1 year old, if structural calculations reference a soils report

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.

Note:

- The Town of Sahuarita Planning and Building Department must approve the Model Wall Plan before issuing a wall permit.

- Masonry or concrete walls 6 feet high or less which do not retain earth and fences 7 feet high or less do not require a building permit but do require a zoning clearance. Please contact Planning & Zoning at 520-822-8855 for further assistance.
- Any retaining wall with a wall located on top requires a permit.
- Retaining walls that measure 4 feet or less from the bottom of the footing to the top of the wall do not require a permit.
- Owner/applicant/contractor is responsible for verifying location of property lines. Failure to do so may require the wall to be moved at owner's expense.