



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

<http://www.sahuaritaaz.gov>

Photovoltaic Submittal Checklist

TO BE USED FOR – ALL COMMERCIAL AND RESIDENTIAL SOLAR – 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 owner's email address is required
- Sign digitally or hand sign and scan to upload pdf and date 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 roof and placement of modulators
- Indicate locations of all equipment to be installed
- Structural Load Analysis by an Arizona Registrant
- Indicate on the plans at minimum 2 access/pathways for fire access and at minimum 1 access from the front of the residence.
- Provide a sheet for required markings and labeling
- One-Line/Three-Line Diagram
- Electrical Panel Schedule, if applicable
- Manufacturer's Specification sheets for Equipment Inverters, modules, racking systems, etc.

Upload Completed & 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:

- Roof mounted equipment shall have a distribution weight load of not more than 4 lbs./square foot and less than 45 lbs. point load per attachment.
- If photovoltaic panels extend above the roof, provide elevation showing panel height.



PLANNING & BUILDING

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sahuaritaAZ.gov

June 15, 2021

Dear Customer:

This letter is to notify you that we are implementing some changes to our photovoltaic/solar permitting processes to allow for consistency for our customers as well as internal operating processes. We currently apply a variety of fees to solar permits depending on whether structural engineering is submitted, and if additional inspections will be needed for de-rated systems, etc.

Recently we have found that the Pima County solar calculators that were allowed will no longer be available. Therefore, engineered-stamped documentation showing that structural support for photovoltaic systems are met will need to be submitted for *all* photovoltaic system permit applications.

Submittals shall include stamped plans (structural) and engineered stamped structural calculations in a letter format specific to the individual sites/structures that the systems are mounted to.

The engineer-stamped letter/document must address the 2018 IRC as amended by the Town of Sahuarita, which can be found on the Town website at <https://sahuaritaaz.gov/789/Building-Codes>.

Rather than charge different fees for permits that use the Pima County calculator vs. an engineer's letter and based on size, de-rating, etc. We desire to be consistent with fees, as adopted by the Town Council, and charge the amount which best represents the minimum costs of plan review, inspections, and permitting. We also want to help you, our customer, be able to consistently budget for and price the cost of permits. Therefore, effective July 1, 2021, solar permits will have a flat fee of \$300.00.

Please feel free to contact me should you have any questions or concerns. While the above requirements go into effect July 1, 2021, a grace period of 30 days may be granted for existing contracts you hold with your customers.

Sincerely,

A handwritten signature in blue ink that reads "Barbara Rice".

Barbara Rice
Building Safety Manager
Phone: (520) 822-8864
Email: brice@sahuaritaaz.gov

