

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

<http://www.sahuaritaaz.gov>

## Residential Patio/Porch Submittal Checklist

TO BE USED FOR – **RESIDENTIAL ADDITIONS & ALTERATIONS**– 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
- Site plan to include square footage of all building areas, measurements from lot line to all structures and from structures to structures
- Setbacks and easements must be indicated on the site plan.
- Floor Plan dimensioned
- Elevations (*Review for zoning requires measurements for building heights shown on elevations*)
- Foundation Plans
- Framing Plans to include prescriptive bracing, hold downs and clips or Engineering

**Upload Structural Calculations**, when designed by an engineer

### **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.
- If a homeowner is performing the work themselves, form still needs to be completed and signed