



TOWN OF SAHUARITA

## Community Development

375 W. Sahuarita Center Way

Sahuarita, Arizona 85629

520-822-8866

<http://www.sahuaritaaz.gov>

# Single Family Residence from Model Plan Submittal Checklist

**TO BE USED FOR – SFR FROM MODEL PLAN– 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*)**

- Site plan to include square footage of the building area, measurements from lot line to all structures and from structures to structures
- Provide the nearest upstream manhole elevation, the finish floor elevation and state if a backwater valve is required or not on the plot plan.
- For all lots that are not mass graded, the following is required:
  - Show grading limits
  - Show total grading square footage of all improvements.
  - A Type I Grading Permit (including permit checklist items) is needed if the development envelope is 14,000 square feet or greater; or for clearing, brushing or grubbing of an area of less than 14,000 sq ft. Submit drawings directly to Public Works for grading plan approval.
- Sidewalks and driveways must be shown. Indicate square footage
- Setbacks, easements and site visibility triangles must be marked on all sides of property

**Upload Town of Sahuarita Sewer Card OR Pima County Sewer Card**, depending on sewer provider

### **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:**

- Fire sprinklers will be required if residence exceeds 3600 square feet (includes living, garage and porches enclosed on three sides).