



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

<http://www.sahuaritaaz.gov>

## Solar Water Heater/ Pool Heater 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 owners email address is required
- Sign digitally or hand sign, date and scan to upload pdf 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 coils
- Indicate locations of all equipment to be installed
- Manufacturer's Specification sheets for all Equipment to be installed

**Upload Structural Load Analysis by an Arizona Registrant, if applicable**

### **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.
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### **SOLAR HOT WATER HEATER ONLY**

- Upload Hot Water Schematic, include temperature relief valve
- Upload One-Line Diagram (if applicable)

### **SOLAR POOL HEATER ONLY**

- Upload layout of roof and placement of coils