



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

<http://www.sahuaritaaz.gov>

Utility Submittal Checklist (Electric, Gas, Plumbing)

TO BE USED FOR – ALL COMMERCIAL AND RESIDENTIAL – 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 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 new exterior utilities and connection to existing utilities per “**Note**” listings below.
- Floor Plan - show layout of new interior utilities and connection to existing utilities per “**Note**” listings below.

Upload Specifications and Listing of Appliances, if applicable

Completed 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.

Note:

- **Plumbing:** provide appliance location and the pipe size, type of material, burial depth, tracer wire size/color, and backflow prevention devices.
- **Gas:** provide the appliance location with the pipe size and type of material, pipe length to each new and existing appliance, total developed pipe length, BTU’s for each new and existing appliance and total BTU output, burial depth and tracer wire size/color.

- **Electrical**: provide the appliance/receptacle/light location and the wire size and type, circuit breaker numbers and amps, existing panel schedule (new breakers must match existing panel manufacturer), GFCI, AFCI, burial depth of conduit and type below grade and above grade.
- **Any future appliances** that affect the layout or design of the utilities need to be shown.

The Town of Sahuarita is participating in a regional program for replacement of 'like-for-like' water heaters and mechanical units. A certified contractor certifies that the installation is done properly. For more information and to find a certified contractor, go to the following website <https://ezpermitting.org>.