

Town of Sahuarita

375 W. Sahuarita Center Way
Sahuarita, Arizona 85629
520-822-8866
<http://www.sahuaritaaz.gov>



Commercial (New/Shell Building) Submittal Checklist

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 user profile online, directions on website
- Complete all information and submit all the following required documents on website
- Plan check fee must be paid for application to be deemed complete and plan review to begin

- Upload the following construction documents in PDF format (only)**
 - Cover sheet with index and all options listed
 - Site Plan
 - Floor Plans
 - Elevations (*Review for zoning requires building heights shown on elevations.*)
 - Building Sections
 - Foundation Plans
 - Framing Plans
 - Mechanical Plans
 - Plumbing Plans
 - Electrical Plans
 - Fire Sprinkler Plans and Hydraulic Calculations, if applicable (may be deferred submittal)
- Upload Structural Calculations (PDF format)**, when designed by an engineer
- Truss Calculations**, deferred truss submittals will be accepted; please note on cover sheet.
 - If there is an architect and engineer of record, truss calculations **must** bear a shop drawing stamp showing this review has been done. A plan review will not be required but truss calculations **must** be submitted for permit number identification by the Town prior to scheduling the shear bracing/exterior framing inspection.
 - If there is no architect or engineer of record, a plan review will be required. Truss calculations **must** be submitted and reviewed by the Town prior to scheduling the shear bracing/exterior framing inspection so schedule accordingly.
 - Truss layout **must** accompany truss calculations.
- Upload Energy/Manual D & J Calculations (PDF format)**
- Upload Soils Report (PDF format)**
- Upload Specification sheets (PDF format)**
- Upload Completed 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. Please contact the Clerk's office at 520-822-8801 for further assistance.

The following items are required at the **SECOND** resubmittal and must be complete before accepted for review. All plan review comments must be addressed.

- ❑ **Pima County Health Department Approval**, if applicable
 - ❑ Submit drawings directly to Pima County Health Department
- ❑ **Sahuarita Industrial Wastewater Application Submitted**, if applicable
 - ❑ Submit drawings directly to Sahuarita Public Works
 - ❑ Provide email from Public Works stating they have received the submittal
- ❑ **Pima County Department of Environmental Quality (PDEQ) Construction Authorization**, if applicable
- ❑ **Grading Permit Approval**
 - ❑ Submit drawings directly to Sahuarita Public Works for a grading permit
- ❑ **Town of Sahuarita Sewer Card OR Pima County Sewer Card**, depending on sewer provider
- ❑ **Copy of Contractor's Bond Certificate if over \$50,000 construction cost**

Note:

- **A pre-application meeting is recommended prior to starting a development plan. You will meet with Planning & Zoning, Public Works, Fire and Building Safety to go over items specific to your project. Please contact 520-822-8855 to schedule a meeting.**
- If the building owner does not own the property, a letter from the property owner giving permission to build is required.
- Tenant improvements require a separate permit from the shell building. Utility clearances and Certificate of Occupancies will only be issued for tenant improvement permits.
- If special inspections are required, the special inspection registrant must be on the Town of Sahuarita's approved list.
- During construction, fire flow and fire access are required before combustible materials are permitted on site.
- A Pre-Construction meeting is required as the first inspection.