

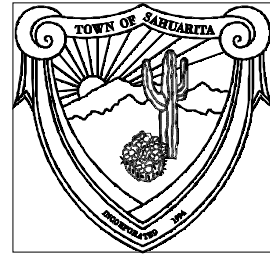
## Town of Sahuarita

375 W. Sahuarita Center Way

Sahuarita, Arizona 85629

520-822-8866

<http://www.sahuaritaaz.gov>



## Commercial Tenant Improvement 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: <http://sahuaritaaz.gov/buildingsafety>.

- Pre-Submittal Meeting Done**
  - Please contact 520-822-8866 to schedule a meeting
- Completed Town of Sahuarita Permit Application**
  - Permit application can be found online at <http://sahuaritaaz.gov/buildingsafety>
  - Property owners email address is required
  - Sign and date the application
  - Plan check fee must be paid at time of submittal
- 3 Copies of Drawings** (minimum 24 x 36)
  - Cover sheet with index
  - Floor Plan
  - Foundation/Framing Plan, if any structural work is done
  - Mechanical Plan
  - Plumbing Plan
  - Electrical Plan
  - Fire Sprinkler Plan, if adding or relocating more than 5 sprinkler heads
    - **NO DEFERRED SUBMITTALS**
- 2 Copies of Manufacturer's Specifications**, for equipment
- Pima County Health Department Approval**, if applicable
- 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**
- 2 Copies of Structural Calculations**, if any structural work is done
- 1 Copy of Soils Report**, if structural calculations reference a soils report
- 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. Please contact the Clerk's office at 520-822-8801 for further assistance.

### Note:

- **A PRE-SUBMITTAL MEETING ON SITE IS REQUIRED PRIOR TO SUBMITTAL.**
- **NO DEFERRED SUBMITTALS FOR FIRE SPRINKLER PLAN.**
- If special inspections are required, the special inspection registrant must be on the Town of Sahuarita's approved list.

- Address numbers must be posted prior to final inspection. Pima County Address Display Requirements can be found at <http://webcms.pima.gov/cms/One.aspx?pageId=61728>.
- No tenant improvement permit will receive final inspections and approval for a Certificate of Occupancy until the shell building permit has a Certificate of Completion.