

## Town of Sahuarita

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



## Model Plan 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/207/Building-Code-Information>

- Submit Application Online** <https://aca.accela.com/TOS/Default.aspx>
  - Create user profile online, directions on website
  - Complete all information and submit all of the following required documents on website
- Plans (PDF):**
  - Cover sheet with index and all options listed
  - Floor Plans
  - Elevations
  - Building Sections
  - Foundation Plans
  - Framing Plans
  - Mechanical Plans
  - Plumbing Plans
  - Electrical Plans
  - Fire Sprinkler Plans and Hydraulic Calculations & Alarm Plans if applicable
- Structural Calculations (PDF)**, when designed by an engineer
- Truss Calculations (PDF)**, 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 Staff prior to scheduling the shear bracing/exterior framing inspection so schedule accordingly.
  - Truss layout **must** accompany truss calculations.
- Energy/Manual D & J Calculations (PDF)**
- Soils Report (PDF)**, if structural calculations reference a soils report
- Contractor Form (PDF)**
  - Provide contractor and subcontractors Arizona ROC license number.
  - Contractor and subcontractors doing work in the Town of Sahuarita require a business license. There is no cost for a business license. The application is located on our website. Please contact the Clerk's office at 520-822-8801 for further assistance.

Notes:

- The Town of Sahuarita Planning and Building Department must approve the Model Plan before a Single Family Residence (SFR) permit will be issued.
- Zoning review requires building heights shown on elevations.
- Fire sprinkler requirements are based on the fire flow for the subdivision per 2018 International Fire Code section Table B105.1.