



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

Photovoltaic Submittal Checklist

The following items are required and submittals must be complete before accepted for review.
All documents are to be submitted in PDF format.

For current codes and amendments please visit our website at: <http://sahuaritaaz.gov/buildingsafety>.

- Submit Application Online at:** <https://aca-prod.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.

- Drawings to include the following: NOTE - Information is not inclusive to any particular sheet.**
 - Cover sheet showing General notes, sheet index, current codes and project information.
 - Site plan showing structures, PV equipment locations, lot lines and setback distances.
 - Roof / Structural plan showing the PV array grouping, attachment points, and fire setback distances.
 - One-Line and Three-Line electric diagrams.
 - Warning Labels.

- Structural Load Analysis and Letter completed by an Arizona Registrant**
- Electrical Panel Schedule**, if applicable
- Manufacturer's Specifications for Equipment**
 - Inverters, modules, racking systems, etc.

- 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. There is currently no cost for a business license. Please contact the Clerk's office at 520-822-8801 for further assistance.

Note:

- Roof mounted equipment shall have a distribution weight load of not more than 4 lbs./square foot and less than 45 lbs. point load per attachment.
- If photovoltaic panels extend above the roof, provide elevation showing panel height.