



Parcel Number: _____

Plan Submittal Check-off List

- Building/Grading Application(including Applicant’s Certification of Acknowledgement)**
- Landscape Acknowledgement Form**
- Right of Way Application (for road access)**
- Approved Flood Hazard Sheet or Issued Flood Plain Use Permit**
- Copy of Construction Authorization Septic Permit**
- Water letter or Well Registry**
- Proof of Ownership (print out from the Assessor’s Office)**
- Owner Builder Form (if applicable)**
- Exterior Lighting Schedule (including cut sheets with lumens and watts for all exterior lights)**
- Two hard copies of complete sets of plans (including 2 site plans)**
- Electric copy of plans in a PDF format**
- Homes 3,600 sqft or bigger (living space + garage) require Fire Department approval (Rio Rico and Tubac Fire Districts only)**
- Contractor’s Transaction Privilege Tax License Number (projects over \$50,000)**
- TAC Approval (Commercial Projects)**
- Fire Department Approval (Commercial Projects)**