



Parcel Number: \_\_\_\_\_

## Plan Submittal Check 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  
<https://www.santacruzcountyaz.gov/787/FHIS>
- 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 please email to: [Permitting@santacruzcountyaz.gov](mailto:Permitting@santacruzcountyaz.gov)
- 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)