



Santa Cruz County
Community Development Department
PLANNING – BUILDING

275 Rio Rico Drive ▪ Rio Rico AZ 85648 ▪ 520-375-7930
<http://www.santacruzcountyaz.gov/440/Building-Department>

PLAN SUBMITTAL CHECK – OFF LIST

1. APPLICATION FORM
2. FLOOD HAZARD INFORMATION SHEET
3. LANDSCAPE FORM
4. RIGHT OF WAY FOR DRIVEWAY ACCESS
5. OWNER BUILDER FORM (IF APPLICABLE)
6. TWO COMPLETE SET OF PLANS
7. TWO SITE PLANS AND A PDF FILE
8. WATER LETTER FROM UTILITY COMPANY STATING WATER AVAILABILITY; IF SEWER IS AVAILABLE OR IF SEPTIC IS REQUIRED
9. COPY OF THE APPROVED SEPTIC PERMIT FROM SCC HEALTH DEPARTMENT (ADEQ)
10. PROPERTY PRINT OUT BEARING CORRECT NAME
 - If the owner's name is not on the property print out, the applicant will be required to submit copy of the recorded deed as proof of ownership
 - If 2 or more lots are to be built on; a copy of the lot assemblage form notarized and recorded (with Recorder's seal on it)
 - If lot is to be a split, Land Division Form must be submitted and approved prior to Building Plan Submittal a copy of the map showing the split, with the seal of an Engineer or a Registered Land Surveyor bearing the seal of the SCC Recorder's Office and applicable documents.
11. ALL APPLICANTS WHO REQUIRE AN ADDRESS ASSIGNMENT WILL BE DIRECTED TO P & Z TO OBTAIN ADDRESS VERIFICATION LETTER.
 - If a new street or road name is required or if it is a road without a name; please ask for the forms to name a road in order to initiate the request to 911.
 - NO PERMITS WILL BE ISSUED WITHOUT COUNTY'S APPROVED STREET NAME GIVING ACCESS TO PROPERTY.
12. IF LOT TO BE BUILT ON IS IN THE FEMA FLOODPLAIN; APPLICANT IS TO BE REFERRED TO JOHN HAYS TO APPLY FOR A FLOOD PERMIT.
13. FEES AT THE TIME OF APPLICATION WILL BE \$50.00 FOR PLANNING AND ZONING \$132.00 FOR DRIVEWAY ACCESS, THE FEE FOR PLAN REVIEW TO BE DETERMINED AT THE TIME OF APPLICATION

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