



Development Services / [permits@maranaaz.gov](mailto:permits@maranaaz.gov)

11555 West Civic Center Drive / Marana, AZ 85653

Ph (520) 382-2600 / Fax (520) 382-2641 / [maranaaz.gov](http://maranaaz.gov)

## APPLICATION CHECKLIST

## NEW COMMERCIAL/SHELL BUILDING

### BASIC SUBMITTAL REQUIREMENTS

- Completed Application
- Owner authorization letter if applicable
- Submittal fee (impact fees may apply)
- Site Plan (3 sets)
  - o Lot lines
  - o Existing structures
  - o Size and location of proposed structure dimensioned from lot lines and between structures
  - o Proposed utility location
  - o Location of ADA parking and accessible route
- Construction Plan – Include the following as necessary based on the proposed work (3 sets)
  - o Architectural Plan
  - o Foundation Plan
  - o Framing Plan
  - o Cross-section with structural framing details
  - o Energy Code Compliance
  - o Mechanical Plan
  - o Plumbing Plan
  - o Electrical Plan
- Project/Specifications Manual if not included on the Construction Plans (2 sets)
- Structural Plan and calculations if applicable (2 sets)
- Soils Report (2 sets)
- Truss/Joist Calculations – include verification of the Engineer of Record review (2 sets)  
If deferred, add a note on the Construction Plan Index Sheet (deferred submittal fee will apply)
- Subcontractor List – Required prior to intermediate inspections
- Contractors Business License
- Bond Exemption Certificate from the State Bond Compliance Officer (602) 716-6056  
Required for contractors or homeowners with building projects over \$50,000.00 in value
- Provide one of the following regarding sewer service
  - o Sewer receipt issued by the appropriate jurisdiction
    - Pima County RWRD – (520) 724-6503
    - Town of Marana – (520) 382-2600
  - o For new septic systems, a copy of the Construction Authorization
    - Pima County Building and Site Development – (520) 724-9900
- Floodplain Use Permit may be required from Town of Marana Engineering Department (520) 382-2600
- T2 Grading Permit application from Town of Marana Engineering Department (520) 382-2600  
Grading Permit required prior to building permit issuance



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Storm Water Pollution Prevention Plan (SWPPP) from Town of Marana Environmental Project  
Coordinator (520) 382-2600  
Approval required prior to grading permit issuance

Contact the appropriate jurisdiction for water service requirements  
Marana Water (520) 382-2570      Tucson Water (520) 791-3242      Metro Water (520) 575-8100

Any additional items reflected on the Administrative Checklist

**FOR OFFICIAL USE ONLY**

Permit No. \_\_\_\_\_

Date Received \_\_\_\_\_

Revision Date 6/16/2016