



Development Services / permits@maranaAZ.gov

11555 West Civic Center Drive / Marana, AZ 85653

Ph (520) 382-2600 / Fax (520) 382-2641 / maranaAZ.gov

APPLICATION CHECKLIST

NEW COMMERCIAL/SHELL BUILDING

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 2/13/2017