

# AHJ Application Push-through

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## 1. Purpose

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This document describes the general application process for authority having jurisdictions (AHJ). This document provides guidance on the key differences between different AHJs, their timelines, and sticking points to avoid.

## 2. Responsibilities

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- **Service Coordinator (SC)**
  - Execute and manage permit applications.
  - Track and record permit application progress.
  - File approved permits in project folders.
  - Hand-off approved permits to project team.
  
- **Project Manager (PM)**
  - Performs handoff to SC to begin permitting.
  - Receives handoff from SC to initiate project post permit approval.

### **3. Procedure and Work Instructions**

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AHJ applications are initiated alongside utility applications once the customer approves the final design of the system. Although the basic procedure is the same, each AHJ has slightly different systems and requirements for their permit applications. Look in [Supporting steps](#) for AHJ specific instructions.

1. PM updates Zoho status from “Design” to “Permitting” when customer approves final design.
  - a. This initiates both AHJ permit applications and utility applications.
2. SC begins AHJ permit application process.
3. SC should prepare documents for submission.
  - a. Documents  
Gather existing files inside of the google drive project folder and format them
    - i. Final plans
    - ii. Structural documents / calculations
    - iii. Load calculations
    - iv. Special notes/documents for non-conforming details (i.e., special cases for equipment)
    - v. Existing photos (PDF format)
  - b. Document file names. [See AHJ file name requirements.](#)
  - c. Project info from contract & [Pima county GIS](#)
    - i. Legal property address
    - ii. Legal property owners
    - iii. Legal mailing address
4. SC submits AHJ permit application within 3-7 days from Zoho status change to “Permitting”. [See AHJ application steps.](#)
5. SC responds to any AHJ follow-up requirements to facilitate permit approval. (Applications typically take 30 days to be processed by the AHJ.)
  - a. Corrections
  - b. Photograph requests
  - c. Clarifications
  - d. Historical reviews
  - e. Etc.
6. AHJ approves the permit & requests payment. [See AHJ fee payment.](#)
7. SC pays permit fee which triggers the AHJ to provide the approved permit.
8. SC obtains approved permit. [See Approved permit acquisition.](#)

9. Approved permit handoff. (SC to PM)
  - a. SC uploads approved permit, invoice, and receipt to the project's AHJ folder.
  - b. SC updates Zoho status from "Permitting" to "Approvals."
    - i. Both AHJ permit applications and utility applications should be completed in parallel.
  - c. SC updates Zoho notes and dates with additional info.
  - d. SC emails residential operations team with link to approved permit inside project folder. (This email is the handoff and trigger for the PM)
    - i. Project Manager
    - ii. Service Manager
    - iii. General Manager
    - iv. Residential Design Manager
    - v. General Accountant
    - vi. Project Accountant
    - vii. Controller
  
10. PM informs residential operations team that a new project is active.

#### 4. Supporting Steps

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1. AHJ file name requirements [Return to procedure.](#)
  - a. Marana is relatively set/strict for file name requirements.
    - i. Example: "SUB 1 PLANSET"
    - ii. SUB #: submission number, increment it for additional submissions.
    - iii. PLANSET, no job specific identifier, Marana naming format.
  - b. Pima County is set/strict for file name requirements.
    - i. Example: "ADDRESS – D1"
    - ii. Example: "ADDRESS – D1 PERMIT1 – REV1"
    - iii. D# : Document number, increment for additional documents.
    - iv. ADDRESS: Include project address in the file name.
    - v. PERMIT #: Include permit # when provided after first submission.
    - vi. REV #: Revision #, increment when changes are made.
  - c. COT is relatively relaxed for file name requirements.
    - i. Example: "ADDRESS-LASTNAME"
    - ii. ADDRESS: Include project address in the file name.
    - iii. LASTNAME: Include the last name for the property owner.

2. AHJ application steps [Return to procedure](#).

Note that the Solar APP is useful for simple rooftop solar systems. However, it is preferred to use the first application method listed as that has shown the best application experience.

a. Town of Oro Valley | [Online portal application](#)

i. Online portal application

1. [See TOOV application guidelines](#).
2. [See TOOV system walkthrough](#).
3. Log into the online portal. [See portal access guidelines](#).
4. Select apply.
5. Select “Yes, I’m a contractor for this project.”
6. Select “Residential Building Permits”
7. Select the appropriate solar application.
8. Complete the application process.

b. City of Tucson | [Online portal application](#) | [Solar APP+ \(Simple rooftop solar\)](#)

Note that COT has historical neighborhoods that have additional rules and regulations.

i. Online portal application

1. [COT Development Services](#)
2. Log into the online portal. [See portal access guidelines](#).
3. Select apply.
4. Search “Solar.”
5. Select “Residential Solar Permit”
6. Select “Apply.”
7. Complete the application process.

ii. Solar APP+ application (Rooftop solar only)

1. [See Solar APP+ guidelines](#).
2. [See Solar APP+ webinar](#).
3. Log into Solar APP+. [See portal access guidelines](#).
4. Select “New Project”
5. Complete the application process.

c. Marana County | [Email application](#) | [Solar APP+ \(Simple rooftop solar\)](#)

i. Email application

1. [See Marana County development services](#).
2. Complete the [Permit application form](#).
3. Review the [potovoltaic solar system application checklist](#).
4. Submit the application via email.
  - a. Follow their [electronic submittals requirements](#).
  - b. Include the completed permit application form.
  - c. Include required documents as per PV app checklist.

- ii. Solar APP+ application (Rooftop solar only)
  - 1. [See Solar APP+ guidelines.](#)
  - 2. [See Solar APP+ webinar.](#)
  - 3. Log into Solar APP+. [See portal access guidelines.](#)
  - 4. Select “New Project”
  - 5. Complete the application process.
  
- d. Pima County | [Solar APP+ \(Simple rooftop solar\)](#) | [Dashboard application](#)
  - i. Solar APP+ application (Rooftop solar only)
    - 1. [See Solar APP+ guidelines.](#)
    - 2. [See Solar APP+ webinar.](#)
    - 3. Log into Solar APP+. [See portal access guidelines.](#)
    - 4. Select “New Project”
    - 5. Complete the application process.
  - ii. Dashboard application
    - 1. Use the dashboard application for non-simple rooftop solar systems.
    - 2. [See Pima County application & process guidelines.](#)
    - 3. [See supporting documentation requirements.](#)
    - 4. [See additional solar resources.](#)
  
- e. Santa Cruz County | [Online portal application](#)
  - i. Online portal application
    - 1. [See SCC building department.](#)
    - 2. [See SCC application guidelines.](#)
    - 3. Log into the online portal. [See portal access guidelines.](#)
    - 4. Select apply.
    - 5. Select “Yes, I’m a contractor for this project.”
    - 6. Select “Residential Building Permits”
    - 7. Select the appropriate solar application.
    - 8. Complete the application process.

3. Portal Access Guidelines
  - a. Solar Gain license numbers
    - i. R11 – 275941
    - ii. C11 - 275942
  - b. [Solar APP+](#)
    - i. Register for a new account [here](#).
    - ii. You MUST provide contractor license information before you can start submitting applications.
  - c. Town of Oro Valley
    - i. Register for a new account [here](#).
    - ii. Use the access code “K38ZM-XKRYG” to associate your account with Solar Gain.
  - d. City of Tucson
    - i. Register for a new account [here](#).
      1. Look for the email prompt to set up your account.
    - ii. Request access [here](#), to associate your account with Solar Gain.
      1. Search for:
        - a. [william@solargaininc.com](mailto:william@solargaininc.com)
        - b. [Autstin.matson@solargaininc.com](mailto:Autstin.matson@solargaininc.com)
      2. The existing manager will need to confirm access.
  - e. Santa Cruz County
    - i. Register for a new account [here](#).
    - ii. Use the access code “#####” to associate your account with Solar Gain.
4. AHJ fee payment [Return to procedure](#).
  - a. Marana County
    - i. Call in to pay - (520) 382-2600
  - b. Town of Oro Valley
    - i. Pay via online portal.
  - c. Pima County
    - i. Pay via online [portal](#).
  - d. City of Tucson
    - i. Pay via online portal.
  - e. Santa Cruz County
    - i. Pay processing fee via online portal.
    - ii. Pay final permit fee in person upon final plan pickup.

5. Approved permit acquisition [Return to procedure.](#)
  - a. Marana
    - i. Approved permit delivery via Email.
  - b. Town of Oro Valley
    - i. Approved permit delivery via Email.
  - c. Pima County
    - i. Approved permit delivery via Email.
  - d. City of Tucson
    - i. Approved permit delivery via the online portal.
  - e. Santa Cruz County
    - i. Approved permit in person pickup.

## 5. Definitions and Acronyms

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### Definitions:

- **Authority Having Jurisdiction:** The governing body that controls permitting for any specific location. The town, city, or county that SG needs authorization from to do work.
- **Permit/approved permit:** The document set describing the proposed work & construction. Typically consisting of a stamped plan-set, listed equipment/materials, other technical details, and a letter of approval.

### Acronyms:

- PM: Project Manager
- SC: Service Coordinator
- AHJ: Authority Having Jurisdiction
- COT: City of Tucson
- SCC: Santa Cruz County
- TOOV: Town of Oro Valley

## 6. Appendices and Documentation

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- Application links
  - Solar APP+: <https://solarapp.nrel.gov/>
  - TOOV: <https://town-orovalley-az.smartgovcommunity.com/Public/Home>
  - COT: <https://tdc-online.tucsonaz.gov/#/home>
  - Marana County: <https://www.maranaaz.gov/s/Permit-Application.pdf>
  - Pima County: <https://web1.pima.gov/applications/building%20permit/>
  - SCC: <https://co-santacruz-az.smartgovcommunity.com/ApplicationPublic/ApplicationHome>
  
- Additional application links
  - TOOV:
    - Guidelines: <https://town-orovalley-az.smartgovcommunity.com/Public/DocumentsView>
    - System walkthrough video: [https://www.youtube.com/watch?v=J9hWQ8y\\_kbU&ab\\_channel=TownofOroValley](https://www.youtube.com/watch?v=J9hWQ8y_kbU&ab_channel=TownofOroValley)
  - COT:
    - Guidelines: <https://www.tucsonaz.gov/Departments/Planning-Development-Services>
  - Marana County:
    - Development services: <https://www.maranaaz.gov/developmentservicesforms>
    - Permit Form: <https://www.maranaaz.gov/s/Permit-Application.pdf>
    - Solar App Checklist: [https://www.maranaaz.gov/s/Photovoltaic-System\\_20170213.pdf](https://www.maranaaz.gov/s/Photovoltaic-System_20170213.pdf)
    - Electronic submission requirements: <https://www.maranaaz.gov/s/Electronic-Submittals.pdf>
  - Pima County:
    - Application guidelines: <https://www.pima.gov/1141/Online-Building-Permits>
    - Supporting document requirements: <https://www.pima.gov/1069/Solar-Wind-Systems>
    - Additional Resources: <https://www.pima.gov/1038/Building-Permits-Resources>
  - SCC:
    - Building department: <https://www.santacruzcountyaz.gov/440/Building-Department>
    - Application guidelines: <https://www.santacruzcountyaz.gov/DocumentCenter/View/12598/Instruction-to-Apply-Online>



## **7. Revision History**

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1. Version 1:
  - a. Primary contributor: Will Lawton | Service Coordinator
  - b. Writer: Rio Astiz
  - c. Approval Date: September 2023
  - d. Approved by: Adam Doiron
  - e. Changes
    - i. Finalized Document