

Pima County Permit and Contractor License Requirements

The Architectural Request Committee (ARC) is responsible for assuring changes to the architecture conform with the HOA community standards such as a “southwest motif”. The ARC is NOT responsible for assuring changes to the architecture comply with Pima County architectural requirements. However, the ARC cannot approve changes that they know, or suspect, require Pima County approval.

If the ARC receives a request for an architectural change that meets the HOA requirements but may require Pima County approval the ARC may approve the request with a condition that it has Pima County approval, typically a permit or a letter from Pima County saying that no approval is required. Either of these satisfies the ARC approval condition. Not including a conditional requirement for Pima County approval does NOT mean the ARC has determined that an approval from the County is not required. The ARC is NOT responsible for assuring changes to the architecture comply with Pima County architecture requirements.

If the ARC approves a request and Pima County determines that the change was made without the required County approval, the issue is between Pima County and the homeowner, not the HOA. However, if the ARC approved the change with a condition that it has Pima County approval and the homeowner did not receive Pima County approval prior to making the changes, the issue is with the HOA as well. The HOA may require the homeowner to restore the property to substantially the same condition as existed prior to the non-conforming work being performed. Failure to restore the property to substantially the same condition allows the HOA to restore the property with all costs, plus interest, being a Reimbursement Assessment. All the above aligns with the Covenants, Conditions and Restrictions (CCR) Article 4, Architectural Review and Landscaping Restrictions and Control.

If a homeowner knows or suspects a permit will be required, the homeowner may submit a preliminary request stating that any alterations required by Pima County will be incorporated into the formal request prior to making any architectural changes. This allows the homeowner to avoid paying permit expenses and then having the request denied by the HOA due to non-conformance with the HOA’s community standards. The ARC recommends using [Do I Need a Permit? | Pima County, AZ](#) to help determine if a permit from Pima County is required. The homeowner's determination that the proposed changes do not require a permit is not sufficient to satisfy the ARC conditional approval.

The ARC is also NOT responsible for assuring the contractor for the project is licensed by the State Registrar of Contractors and in good standing as required by Arizona law if the project requires a county issued permit or exceeds \$1,000. AZ Registrar of Construction can be reached at (520) 628-6345 or visit www.azroc.gov. The homeowner, NOT the ARC, is responsible for verifying the project satisfies all Pima County and Arizona State codes.

Thank you for helping us make the Request for Architectural Changes easier for everyone.
The ARC Committee