

**MANUFACTURED HOMES AND RESIDENTIAL FACTORY BUILT
BUILDINGS PLAN SUBMITTAL CHECKLIST
BUILDING DIVISION**

The following checklist includes all items for an administrative complete manufactured home building permit submittal.

An administratively complete submittal shall include a completed application, along with all plans and information contained within the checklist.

Approvals from the other Community Development Divisions including but not limited to, Planning and Zoning, Environmental Quality, and Engineering Divisions are required as part of an administratively complete building permit.

Until the administrative completeness has been approved the permit will be kept in a "Pending" status. If the application remains incomplete for 180 days, the application shall be denied. All deposits are non-refundable.

Review of Building Plan Submittals by the Community Development Department is to establish conformance with the Adopted Zoning and Building Ordinances, Codes, and all applicable Federal and State laws and requirements.

Plan Review Time Frames:

Once an application is deemed administratively complete, the substantive plan review will begin. During the substantive review timeframe, one written request for additional information may be made to the applicant.

Additional requests for information for both the administratively complete submittal and the substantive review may be obtained from the applicant and per the Arizona Revised Statutes § 11-1605 (E) and (G).

The total time for approval or denial of the Building Division residential building permits are as follows:

These times start when the permit is 100% administratively complete.

Building Division	Administrative Complete:	Substantive Review:	Overall Time Frame:
Manufactured Homes:		5 Calendar Days	5 Calendar Days
Factory Built -Building:		5 Calendar Days	5 Calendar Days

Additional request for a time extension for Substantive Plan Review may be given from the applicant and per the Arizona Revised Statutes § 11-1605 (H).

CHECKLIST FOR ADMINISTRATIVE SUBMITTAL OF MANUFACTURED AND FACTORY BUILT HOMES BUILDING PERMIT:

The Building Official is authorized to waive the construction documents if determined they are not necessary.

For minimum plan requirements, please reference **Building Permit Procedures and Minimum Plan Requirements for Residential Projects**, this will ensure a timely review. **One complete set of construction plans are required with one scaled site plans.**
Checklist as follows:

Application and Site Plan: (Plan Set shall be submitted in a PDF format)

- Complete the application form, a completed application help with us contacting the customer and or the contractor is we have a question.
- Complete site plans. (See the Site Plan Requirements)
- If the applicant is not the Owner, Contractor, or state of Arizona Registrant of the subject project, an Owner Authorization for Submittal and Release of Construction Document to obtain building permits letter.
- The Building Permit Application is also the application for Grading and Drainage.
- Contractor's information. **(It is required to have a licensed contractor to install the manufactured home or Factory Built Building)**

Note: There is an Online Plan review service:

1. Go to this web page - <http://coconino.az.gov/624/Building-and-Safety>
2. Follow these links:

Building Permit Applications & Information

This Application Is Used for All Building Projects:

- [Building / Civil Permit Application](#) (once this is filled out hit send and it will be E-mailed to us)
- [Site Plan](#) Checklist - This form must be submitted with all building permit applications that will have plans sets included.
- Please ensure that you submit plans and documents by following the process (Online Plan Review Process) Just below this note.

Online Plan Review Process

- Email your complete Site Plan Check List and Plan Set in a PDF format to plansubmittals@coconino.az.gov. (Picture of any type will not be accepted)
- Please note: The PDFs must be sent in an unlocked version to ensure we can perform an electronic review on them.
- Be sure to include any calculations, engineering, and specifications.
- Once received, a Permit technician will review your submittal and email back with a link and access code to pay your deposit online.
- At that time, you will also be notified by the Permit Technician what submittal items, if any, are deficient.

Manufactured Homes: (Plan Set shall be submitted in a PDF format)

- Floor Plan of Manufactured Home– Scaled Drawing
- Marriage line column loads and locations if available with manufactured home installer manual.
- Proof of year of construction is required for the manufactured home.
- Provide proof of roof live load on the manufactured home. (Manufactured Homes with a manufactured date of 2009 and newer Only)
- Provide manufacturer specifications on the anchorage system.
- When accessory structures are part of the sale of the manufactured home, a copy of the contract shall be provided, and these systems shall be engineered.
- Arizona Department of Housing, Manufactured Home Division Approval is required for stem-walls or poured walls, wood skirting, concrete masonry units (block) skirting, garages, awnings, perimeter foundation walls, porches, retention walls. The only system that may be applied without approval and engineering from the state is Vinyl Skirting.
- If the accessory Structures are not part of the contract, then a separate building application and plan sets shall be provided for review and approval.
- At the time of final inspection, a landing and stairs shall be provided at all doors and shall meet building codes. The building inspector shall confirm the requirements. Landings up to 20 Square feet are allowed without a separate building permit.

Factory Built Buildings: (Plan Set shall be submitted in a PDF format)

- Floor Plan – Scaled Drawing
- Elevation plan – Scaled Drawing,
- Engineered foundation plan with details, approved and stamped by the Arizona Department of Housing, Manufactured Home Division.
- Plans need to be stamped D-FB by the Arizona Department of Housing, Manufactured Home Division.

Division Approvals

NOTE: Applications will be accepted without the approvals from the other division. However, the Building Permit Application will not be deemed administratively complete without the approvals from these divisions.

- Approval from Community Development Planning and Zoning. (When Applicable)
- Approval from Community Development Environment Quality. (When applicable)
- Approval from Community Development Engineering Division. (When applicable)

Building Permit fee:

Make checks payable to Coconino County Community Development.

- Manufacture Home Fee \$276.00
- Factory Built Buildings \$450.00

These fees are paid at the time of issuance of the building permit. A Breakdown of these fees may be requested at Coconino County Community Development.

Planning and Zoning Review Process for Residential Building permits

Administrative Review

Administrative completeness shall be determined within fifteen calendar days of submittal of a building permit application. Required plans must meet the minimum standards as specified in the Minimum Residential Building Plan Requirements and must include the following:

Same requirements as above for Manufactured Homes and Factory-Built Buildings

Additionally, Applicants will be notified in writing of an incomplete application with a list of deficiencies. Notice in writing of application deficiencies shall suspend the administrative completeness timeframe until such time as all deficiencies have been addressed.

Substantive Review

Substantive Review will be completed within fifteen calendar days from the determination that the application is administratively complete. One written request for additional information may be made to the applicant during this review process. The review includes proposed and existing use compliance, Zone development standards compliance (setbacks, structure height, building separations, etc.), and floodplain review and analysis.

During the review, it may be determined that additional permits or approvals may be required. These items can include, but are not limited to:

- Conditional Use Permit
- Variance
- Administrative Adjustment
- Abandonment
- Zone Change
- Temporary Use Permit
- Floodplain Permit
- Sign Permit

Other agency approvals (such as from ADOT or ADEQ)

The total time for the approval or denial of the Planning and Zoning residential building permit review is Five calendar days of when the application has reached Substantive Review ready. Timeframes are suspended and may be waived in accordance with ARS § 11-1601 et sec.