

## **PLAN REVIEW SUBMISSION REQUIREMENTS**

Prior to commencing fabrication of factory built buildings (FBB) for the state of Arizona, there are four major tasks. The following is guidance to assist with the processes and information pertaining to documentation and/or plan submittals for review and approval by the Manufactured Housing & Building Division (MHBD):

- The first step in the FBB program is to obtain an MHBD Manufacturer License. Details can be found on our website: <https://housing.az.gov/manufactured-housing/licensing>.
- After licensure is obtained, the next step is to submit a Compliance Control Manual (CCM) for review and approval.
- The next step is to submit construction documents of the FBB building for review and approval. Approval of the CCM and FBB building plans by the Department is required before plant certification can be scheduled and completed.
- The final step to start fabrication of FBBs is factory certification. Details can be found on our website: <https://housing.az.gov/manufactured-housing/factory-built-buildings>

### **Important Notes:**

- ✓ Review the Plan Review page of the MHBD website for checklists, applications, instructions, and our e-Licensing Portal to submit all documentation at <https://housing.az.gov/manufactured-housing/plan-review>.
- ✓ The buildings plans are to be approved by the Department before any fabrication may commence.
- ✓ An Arizona licensed dealer is required in the sale of the unit for use in the State of Arizona. The MHBD Plan Review Application and plan documents are to note the licensed dealer involved in the transaction.
- ✓ A completed Plan Review application is required to accompany all submissions for review.
- ✓ The CCM and FBB building plans are separate submittals.
- ✓ Documents, calculations, and plans submitted for review and approval are required to be submitted via the e-Licensing Solution portal.

**DO NOT SEND PLANS, DETAILS, OR CALCULATIONS BY EMAIL.**

Thank you,  
**Ted Caviness**

MHBD Plan Review Team - Manufactured Housing and Building Division – [ADOHPlanReview@azhousing.gov](mailto:ADOHPlanReview@azhousing.gov)