



Arizona Department of Housing

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Website: housing.az.gov
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PLAN REVIEW APPLICATION

This application must be submitted as this fillable PDF format - Fill out this form and save as a non-secured PDF to submit.
Printed copies will be rejected.

(Area A) LICENSED MANUFACTURERS ONLY:			
<small>(Area A.1)</small> Compliance Control Manual: <input type="checkbox"/>		Factory Address: _____	
<small>(Area A.2)</small> Factory Built Building - New Building plans. <input type="checkbox"/>		Model Stock Unit <input type="checkbox"/>	Model number or Serial number: _____
<input type="checkbox"/> Site-specific	Foundation within a designated flood area? <input type="checkbox"/> Y/N <input type="checkbox"/>	Within a freezing climate? <input type="checkbox"/> Y/N <input type="checkbox"/>	<small>if Yes</small> Frost Depth: _____
	Soil Classification: _____	Soil Bearing Capacity: _____	Ground snow Load: _____
<small>(Area A.3)</small> Factory Built Building - Reconstruction. <input type="checkbox"/>		Requires prior evaluation by MHBD staff. Applications submitted without a letter from MHBD staff will be canceled. Contact Plan Review Staff for assistance.	
<small>(Area A.4)</small> Supplement Plans: <input type="checkbox"/>		Supplemental to originally approved MHBD plans. <small>(This is for minor changes to a few plan sheets, if the changes are too drastic and require a new review the application will be canceled and a new application will be required for the new review)</small>	Select One <input type="checkbox"/> F- _____ <input type="checkbox"/> H- _____
(Area B) Scope of Work: All applications shall include a defined scope of work: (IBC-2018-105.3.1)			
(Area C) Manufacturer License Number: _____ License Type: M- _____		Dealer License Number: _____ License Type: D- _____	
(Area D) Owner / Applicant's Name <i>(Dealer, Installer, Homeowner, or Other)</i> Mailing Address & Telephone Number			
(Area E) Contact Name & E-mail Address (Required)			
(Area F) If Site-Specific : Installation Site Address/ Assessors Parcel Number			
Important Notes: <ul style="list-style-type: none"> ✓ Review the Plan Review page of the MHBD website for updated checklists, applications, instructions, and our e-Licensing Portal to submit all plan review applications for review. ✓ Clicking the e-Licensing portal 'Submit' button verifies all required documents have been submitted with the application. Uploaded files may not be altered/modified after clicking 'Submit'. ✓ All plan review applications will receive two attempts to be accepted in as complete; applications that are not accepted in as complete with two attempts will be forfeited and a new application shall be made. <p style="text-align: center;"><u>DO NOT SEND PLANS, DETAILS, OR CALCULATIONS BY EMAIL.</u></p>			

SECTION BELOW FOR OFFICE USE ONLY	
RECEIPTING	APPROVAL STAMP
Submittal Fee	
Payment No.	
Application No.	
Additional Hours	
Balance Fees Owed	