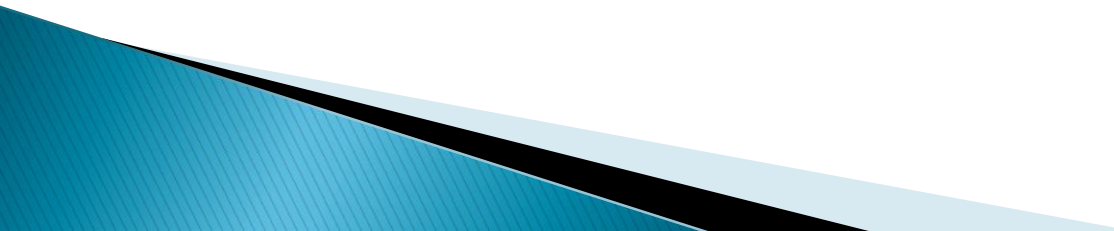


# **Installation Certificates**

## **Manufactured Housing and Building Division**



# **Installation Certificate Change And Expanded Application**

**The Office of Manufactured Housing is currently in the process of changing all insignia affixed to rehabilitated mobile homes, HUD manufactured homes, and residential and commercial FBB (modular buildings). Installation Insignia are now called Installation Certificates and have gone through four major changes:**

- Appearance**
- Required information and proper documentation**
- How and where to affix on unit**
- Broadened application to all installations**

# Installation Certificate Appearance

- New size is 4.00 X 3.50 inches
- No blank boxes; Yes/No blocks for:
  - Soil
  - Support
  - Anchoring
  - Electrical
  - Water
  - Sewer
  - Gas
  - Mechanical
- Blocks for attached accessory structures and special foundations and to note their Arizona State approved plan numbers

INSTALLATION CERTIFICATE					
THIS INSIGNIA IS THE PROPERTY OF THE					
STATE OF ARIZONA DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY					
OFFICE OF MANUFACTURED HOUSING.					
THE LICENSEE LISTED BELOW CERTIFIES THAT THE INSTALLATION WORK PERFORMED IS IN COMPLIANCE WITH THE RULES AND REGULATIONS OF THE OFFICE.					
LICENSE NUMBER		CLASS		DATE	
WORK PERFORMED: SOIL <input type="checkbox"/> SUPPORT <input type="checkbox"/> ANCHORING <input type="checkbox"/>					
ELEC <input type="checkbox"/>		WATER <input type="checkbox"/>		SEWER <input type="checkbox"/> GAS <input type="checkbox"/> MECH <input type="checkbox"/>	
ACCESSORY				PLAN #	
ACCESSORY				PLAN #	
INSTALL/ FLOOD ZONE				PLAN #	
AZ I 123456				SN	

# Required Information

License Number of Contractor/Installer performing work on unit. Only one certificate may be used for each Contractor/Installer performing work under the scope of their license. Multiple certificates may be required for other scopes of work under another license.

THIS INSIGNIA IS THE PROPERTY OF THE  
STATE OF ARIZONA DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY  
OFFICE OF MANUFACTURED HOUSING.  
THE LICENSEE LISTED BELOW CERTIFIES THAT THE INSTALLATION WORK PERFORMED IS IN  
COMPLIANCE WITH THE RULES AND REGULATIONS OF THE OFFICE.

LICENSE NUMBER	CLASS	DATE
WORK PERFORMED: SOIL <input type="checkbox"/>	SUPPORT <input type="checkbox"/>	ANCHORING <input type="checkbox"/>
ELEC <input type="checkbox"/>	WATER <input type="checkbox"/>	SEWER <input type="checkbox"/>
	GAS <input type="checkbox"/>	MECH <input type="checkbox"/>
ACCESSORY		PLAN #
ACCESSORY		PLAN #
INSTALL/ FLOOD ZONE		PLAN #
AZ I 123456	SN	

License Class of Contractor/Installer to identify scope of work being performed under license

Date of Installation, affixed by first inspection

**Note: if the same entity has both a DFBLS license and an ROC license for different scopes of work performed on the home, only one certificate is required as long as both license information is on the certificate.**

# Required Information

**Soil: Y/N for site prep; grading; compaction; soil tests to determine support and anchor types**

**Electrical: Y/N for crossover connections; feeder connections; frame grounding wire; meter base; and, testing**

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LICENSE NUMBER	CLASS	DATE			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
WORK PERFORMED: SOIL	<input type="checkbox"/>	SUPPORT	<input type="checkbox"/>	ANCHORING	<input type="checkbox"/>
ELEC	<input type="checkbox"/>	WATER	<input type="checkbox"/>	SEWER	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>	GAS	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>	MECH	<input type="checkbox"/>
ACCESSORY			PLAN #		
ACCESSORY			PLAN #		
INSTALL/ FLOOD ZONE			PLAN #		
AZ I 123456			SN		

**Support: Y/N for concrete, wood or plastic pads; CMU piers; steel piers; caps; shims; mating line connections at floor, exterior and interior walls, and roof; close-up; etc.**

**Anchoring: Y/N for LLBS; auger or cross-drive rock anchors; concrete anchors; joist braces; stabilizer plates; straps; buckles; clamps;**

# Required Information

**Water: Y/N for pressure reducing valves; main shut-off valve; water heater discharge and drip pan drain; supply connection freeze protection; crossover connections; support; and, testing**

**Sewer: Y/N for drain connection; crossover connections; clean-outs, bullhorns, slope, support; and, testing**

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LICENSE NUMBER		CLASS		DATE	
AZ I 123456		SN			
WORK PERFORMED	SOIL	SUPPORT	DRING		
ELEC	WATER	SEWER	GAS	MECH	
ACCESSORY	PLAN #				
ACCESSORY	PLAN #				
INSTALL/ FLOOR ZONE	PLAN #				

**Gas: Y/N for extension of exhaust vents through roof; inspect stacks for looseness during move; supply connection; crossover connections; regulator; support; and, testing**

**Mechanical: Y/N for heat pump/air conditioner; heat/cooling ducts; crossover ducts; dryer duct to outside of unit or skirting; appliance vent caps on roof; chimney pipes; support; and, testing**

# Required Information

**Accessory:** Write in type of attached accessory (vinyl, wood, CMU skirting; awning; deck; stem-wall; garage; shed; solar system; etc.)

**Install/Flood Zone:** Write in type of foundation not considered an attached accessory structure (seismic or flood plain foundations ,or FBB installation plans)

**Plan # Blocks:** Write in Arizona State approved plan numbers for each attached accessory structure, flood plain, or installation plan (May write NA for patented systems with manufacturer's installation instructions)

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LICENSE NUMBER	CLASS	DATE	
WORK PERFORMED: SOIL	SUPPORT	ANCHORING	
ELEC	WATER	SEWER	GAS MECH
ACCESSORY		PLAN #	
ACCESSORY		PLAN #	
INSTALL		PLAN #	
FLOOD ZONE		PLAN #	
AZ I 123456		SN	

*Pre-printed Certificate Number: AZ for state, I notes installation, and numerical sequence*

**Serial Number:** Full serial number of unit shall be written on certificate (Example: CAVAZD12-18121XU can be written without spaces or hyphens)

# How and Where to Affix

- Shall be affixed to all installed units: Pre-1976 mobile homes, HUD manufactured homes, residential and commercial FBB's (modular)

**NOTE: Exception single-wide temporary construction buildings**

- Shall be visible and accessible for inspection
- May be affixed to siding or to a metal piece of material attached to siding with rivets or one-way screws

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LICENSE NUMBER		CLASS		DATE	
WORK PERFORMED:	SOIL <input type="checkbox"/>	SUPPORT <input type="checkbox"/>	ANCHORING <input type="checkbox"/>		
ELEC <input type="checkbox"/>	WATER <input type="checkbox"/>	SEWER <input type="checkbox"/>	GAS <input type="checkbox"/>	MECH <input type="checkbox"/>	
ACCESSORY			PLAN #		
ACCESSORY			PLAN #		
INSTALL/ FLOOD ZONE			PLAN #		
AZ I 123456			SN		



# How and Where to Affix

- **Location of Installation Certificate**
  - **Pre-1976 mobile home: At rear of home, 1 foot in and 1 foot up from road-side**
  - **HUD Manufactured Home: At rear of home, 1 foot in and 1 foot up from road-side, next to HUD label**
  - **Residential and Commercial FBB (modular): In an accessible location and visible for reading. Location identified by design plans.**

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WORK PERFORMED:	SOIL <input type="checkbox"/>	SUPPORT <input type="checkbox"/>	ANCHORING <input type="checkbox"/>		
ELEC <input type="checkbox"/>	WATER <input type="checkbox"/>	SEWER <input type="checkbox"/>	GAS <input type="checkbox"/>	MECH <input type="checkbox"/>	
ACCESSORY			PLAN #		
ACCESSORY			PLAN #		
INSTALL/ FLOOD ZONE			PLAN #		
AZ I 123456			SN		

# Broadened Application

- **Before implementation in 2012**
  - **Affixed to pre-1976 mobile homes, HUD manufactured homes, and single family residential FBB's (modular)**
- **New certificates as of January 2012**
  - **Affixed to all installed units: Pre-1976 mobile homes, HUD manufactured homes, residential and commercial FBB's (modular)**  
***NOTE: Exception single-wide temporary construction buildings***
  - **Location still specific for pre-1976 mobile homes, HUD manufactured homes, and single family residential FBB's (modular)**
  - **Now required on commercial FBB's**

**Questions?**



# Arizona Department of Housing Manufactured Housing and Building Division

**1110 West Washington St., Suite 280  
Phoenix, AZ 85007**

**Phone (602) 771-1000  
FAX (602) 771-1002  
[housing.az.gov](http://housing.az.gov)**

