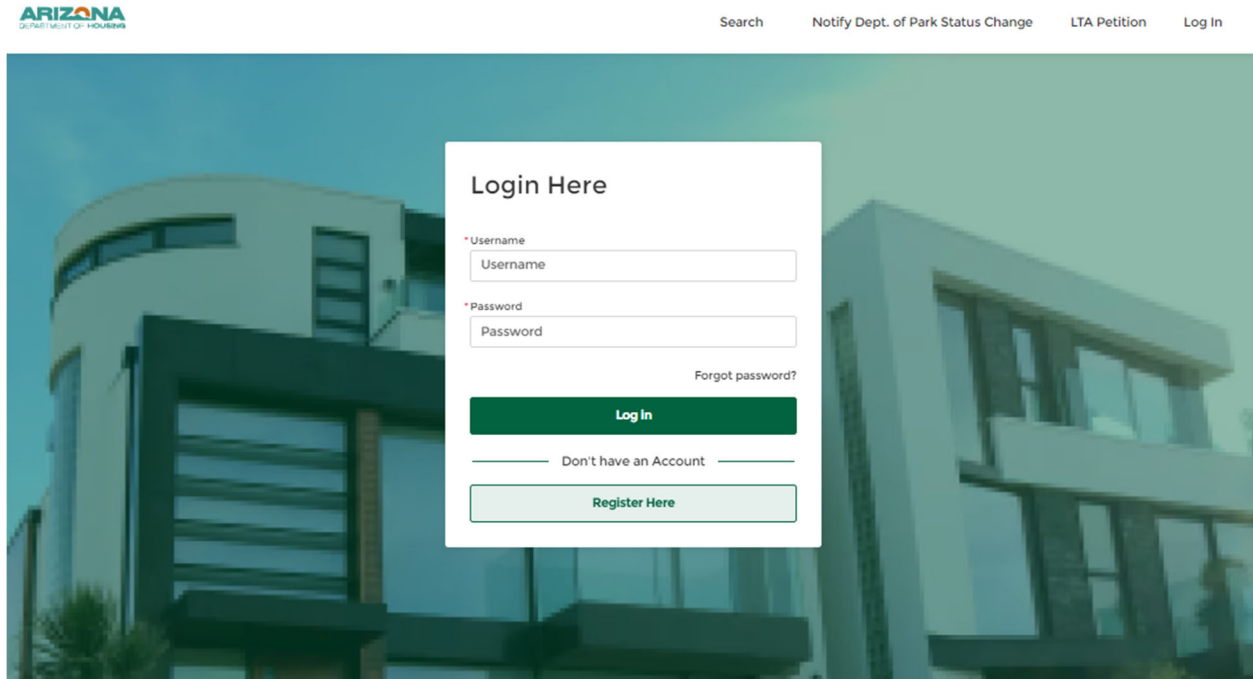


INSTRUCTIONS FOR SCHEDULING INSPECTIONS

Inspections must be scheduled through the E-Licensing portal by the Responsible Party, Dealer or Permit Applicant:

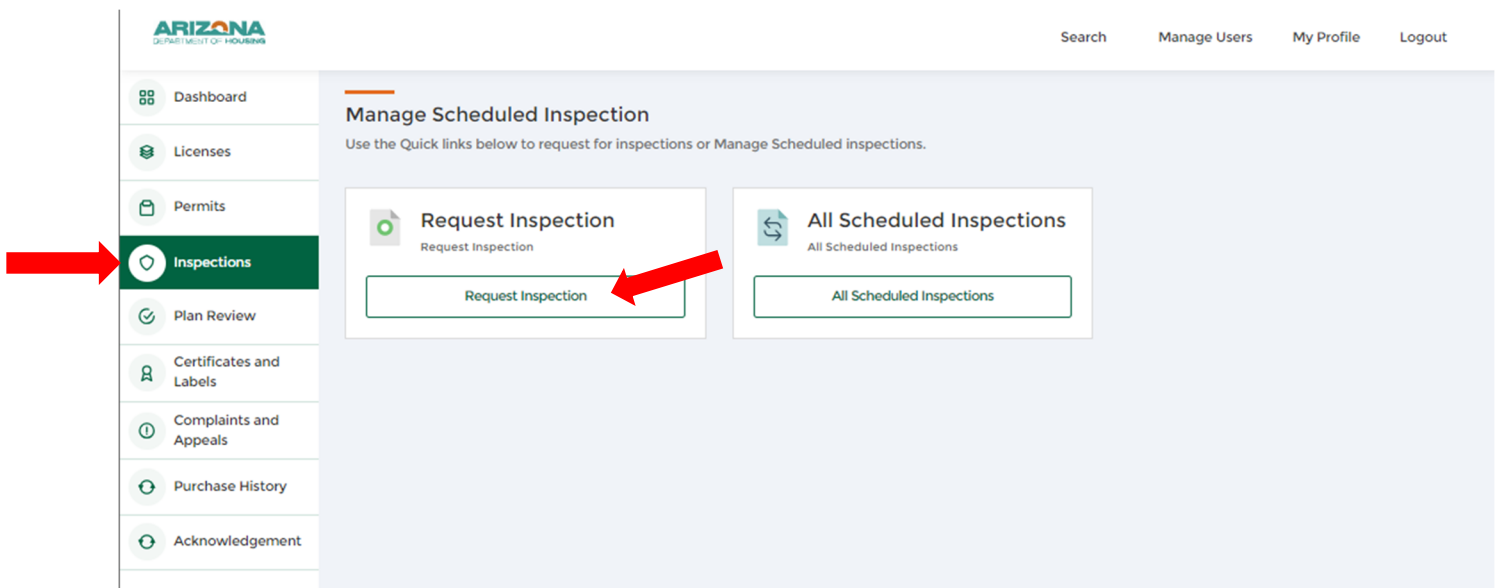
<https://azmhbd.force.com/MHD>



Once you have logged into your account you will select the following options:

Inspections

Request Inspection



Inspection Type –Select from drop down list the inspection type

Request Inspection

*** Inspection Type**

Installation Inspection

In-Plant Inspection

✓ Installation Inspection

BackNext

Inspection Sub Type –Select the corresponding permit type

Request Inspection

*** Inspection Type**

Installation Inspection

*** Inspection Sub Type**

Select Inspection Sub Type

Manufactured/Mobile Home

Factory Built Building

Special Use

Mobile Home Rehabilitation

Factory Built Building Reconstruction

Permit –begin typing the corresponding permit number, once the permit number auto-populates select the permit number

PLEASE NOTE: If the permit number does not auto-populate on the list; the permit may be expired or you do not have Admin Rights to schedule the inspection. Inspections may only be scheduled by the Responsible Party, Dealer or Permit Applicant.

Request Inspection

• Inspection Type
Installation Inspection

• Inspection Sub Type
Manufactured/Mobile Home

• Permit
25-|

25-04129

Inspection Scope of Work - Check appropriate boxes below for work scopes to be inspected as part of the installation inspection request.

Document upload –Upload the corresponding document(s).

PLEASE NOTE: If you do not have any required documents or pictures to be provided for the Inspector, upload a blank page to bypass this section.

Inspection Date/Time

Inspection Date –*Select date from calendar*

Inspection Time –*Morning or Afternoon*

PLEASE NOTE: The inspection date may vary from the date requested. Actual date of inspection will be confirmed with the requester.

ARIZONA
DEPARTMENT OF HOUSING

Search Manage Users My Profile Logout

Request Installation Inspection

- ✓ Inspection Scope of Work
- ✓ Document Upload
- ✓ Inspection Date/Time
- ➕ Pay

Pay

A payment is not required for this request. Please click on "Submit" button to submit the application.

Save and Exit Submit

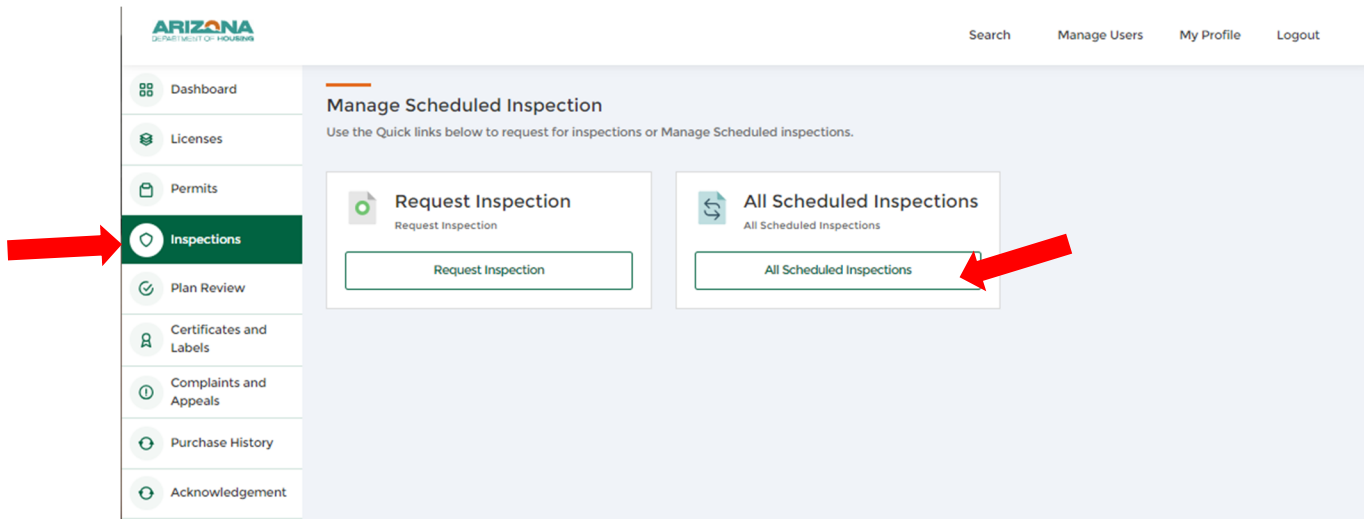
Refer to the current Fee Schedule for the total amount of inspections covered under each permit type and the cost for each additional reinspection.

To view All Scheduled Inspections and to cancel Inspection Request:

Select the following options:

Inspections

All Scheduled Inspections



Search for the corresponding permit number

Under the column labeled status you will be able to see if the inspection is under the following:

New –Inspection request has been submitted

Unsubmitted –Inspection request was initiated but not completed.

Cancelled –Inspection was cancelled

Complete –Inspection has been performed

Final –COO has been issued –Permit is closed out

Under the column labeled “Action” -You are able to view the inspection request and cancel the inspection.