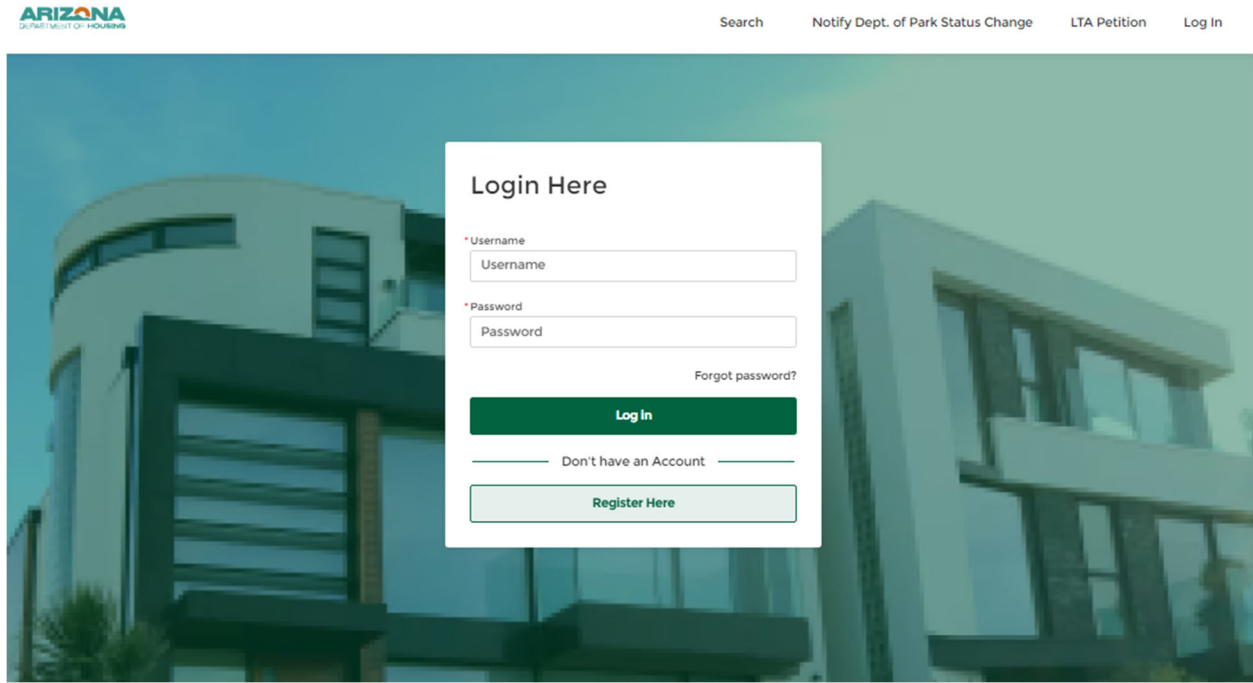


INSTRUCTIONS FOR COMPLETING & SUBMITTING SPECIAL USE INSTALLATION PERMIT APPLICATION

The Special Use Installation Permit Application must be submitted online through the E-Licensing portal: <https://azmhb.force.com/MHD>



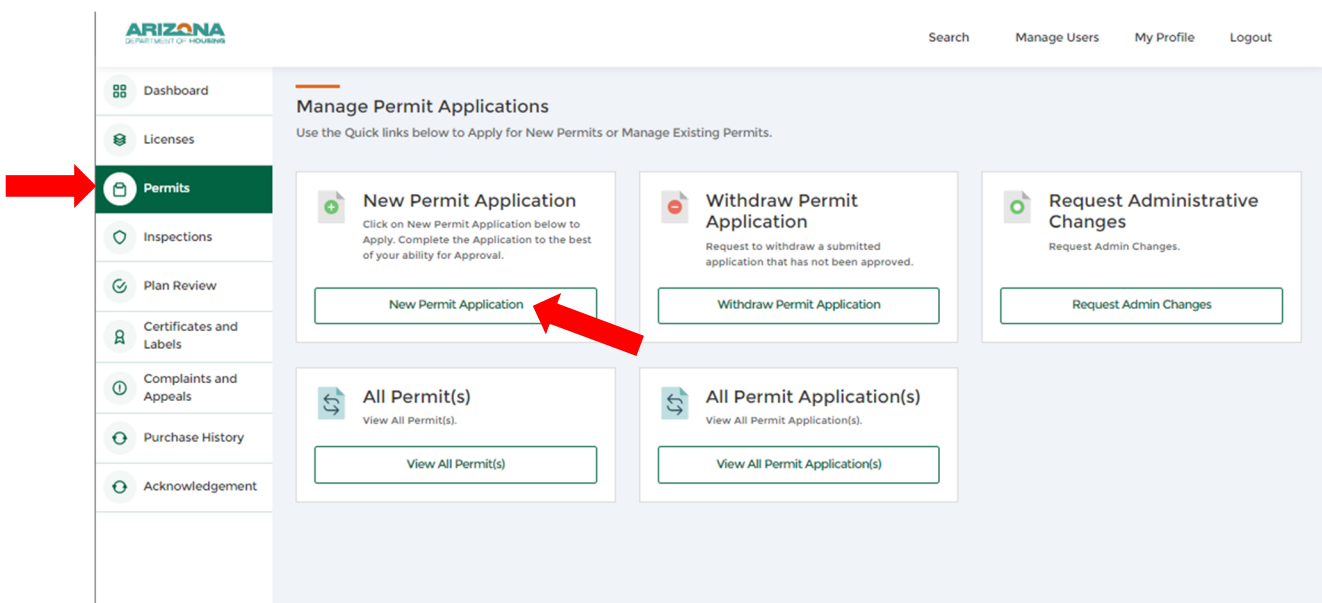
Instructions for creating an account on the E-Licensing portal:

<https://housing.az.gov/sites/default/files/Portal-User-Guide.pdf>

Once your account has been created and you have logged into your account you will select the following options:

Permits on the left side of the dashboard.

New Permit Application



Permit type: Special Use Installation Permit

The screenshot shows a web form titled "New Permit Application". It features a dropdown menu labeled "Permit Type" with the placeholder text "Select Permit Type". The dropdown is open, showing four options: "Manufactured Home Installation Permit", "Factory Built Building Installation Permit", "Special Use Installation Permit", and "Rehabilitation Permit". A red arrow points to the "Special Use Installation Permit" option.

Installation City/Town -Select the City/Town where the building is going to be set from the drop down list.

The screenshot shows the same "New Permit Application" form. The "Permit Type" dropdown is now closed and displays "Special Use Installation Permit". The "Installation City/Town" dropdown is also closed and displays "Select Installation City/Town". Below these dropdowns is an empty text input field for "Installation County". At the bottom right of the form are two buttons: "Back" and "Next".

Fill out the Special Use Permit Application –Provide the information as noted

OWNER INFORMATION

Owner name –Individual or Company

Email address

Mailing address

Telephone number

INSTALLATION ADDRESS

BUILDING INFORMATION

Event Date –*Event start and end date*

Manufacturer Name

Serial Number

Manufacturer Certificate Number –*Certificate number affixed to the building by the manufacturer*

Unit Size

SCOPE OF WORK & REQUIRED LICENSES

Installer/Dealer license information – OMH licensed Installer/Dealer is required for each Installation Permit.

Check all applicable boxes for all scope of work to be performed.

Provide company name, license number and email address of each entity performing each scope of work item selected.

REQUIRED INFORMATION:

Dealer Information

Responsible Party – OMH licensed Installer/Dealer License is required

The Responsible Party must ensure all required permits from the local jurisdiction and approved plans have been obtained prior to commencing any work. Responsible Party must request all required inspections and ensure all work to be inspected is accessible at time of inspection. A.A.C. R4-34-801 (A)-(K)

DOCUMENTS UPLOAD

Map of the Installation Site

PAY and SUBMIT

Make the payment using your Debit, Credit Card or Electronic Check.
Refer to the current Fee Schedule for the permit cost.

Once the payment has been made, you must select the “Submit” button.

The screenshot displays the 'Special Use Installation Permit Application' page. At the top left is the 'ARIZONA DEPARTMENT OF HOUSING' logo. The top right navigation bar includes 'Search', 'Manage Users', 'My Profile', and 'Logout'. A 'Delete' button is located in the top right corner of the application area. The main content area is titled 'Special Use Installation Permit Application' and contains a sidebar on the left with a progress list: 'Owner Information', 'Installation Address', 'Building Information', 'Scope of Work & Required Licenses', 'Required Information', 'Document Upload', and 'Pay and Submit'. The 'Pay and Submit' step is currently active. The main content area has a heading 'Pay and Submit' and a message: 'Thank you! Your payment was successfully processed. Click on Submit button below to complete the application.' Below the message is a 'View Receipt' button. At the bottom right of the main content area are 'Back' and 'Submit' buttons. A red arrow points to the 'Submit' button.