

INSTRUCTIONS FOR COMPLETING & SUBMITTING APPLICATION FOR SIX MONTH EXTENSION ON INSTALLATION PERMIT

Every permit except for a special use permit expires 6 months from the date the permit is issued. Extension request must be received by the Office prior to the expiration date. The Director **may**, grant an extension for a period not to exceed 180 days if justifiable cause is demonstrated.

Extension Request must be submitted by the Permit Applicant, Permit Owner, Responsible Party or Dealer noted on the Installation Permit.

Log in to the E-Licensing Solution portal account:

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

Select the following option from the dashboard:

Click on Permits located on the left side.

The screenshot displays the Arizona Department of Housing E-Licensing Solution portal dashboard. The left sidebar contains a menu with the following items: Dashboard, Licenses, Permits (highlighted with a red arrow), Inspections, Plan Review, Certificates and Labels, Complaints and Appeals, Purchase History, and Acknowledgement. The main dashboard area shows the following metrics:

Category	Count	Status
Approved	1	Green checkmark
Rejected/Denied	0	Red X
Rejected	0	Red X
Denied	0	Red X
Submitted	0	Green up arrow
Unsubmitted	1	Yellow exclamation mark
Under Review	0	Blue up arrow

Select - All Permit(s) / View all Permit(s)

The screenshot shows the 'Manage Permit Applications' dashboard. On the left is a navigation menu with 'Permits' selected. The main content area has a title 'Manage Permit Applications' and a subtitle 'Use the Quick links below to Apply for New Permits or Manage Existing Permits.' There are five quick link cards: 'New Permit Application', 'Withdraw Permit Application', 'Request Administrative Changes', 'All Permit(s)', and 'All Permit Application(s)'. A red arrow points to the 'View All Permit(s)' button in the 'All Permit(s)' card.

Find the corresponding permit number, scroll to the far right and select Request Extension

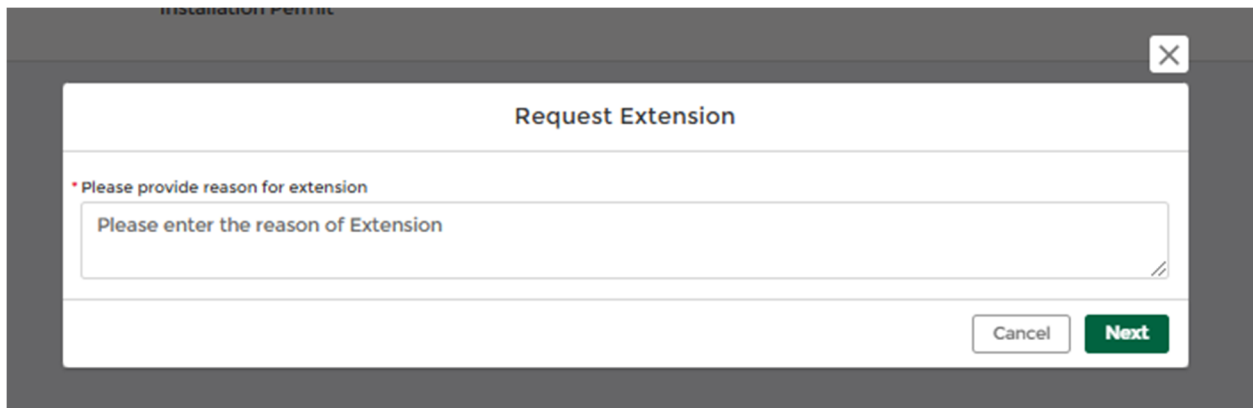
Note: *If the Permit is expired the option to request an extension will not be available. A new Permit Application and fee will need to be submitted to complete all work.*

The screenshot shows the 'All Permits' page. It features a search bar with a 'Reset Search' button. Below is a table with the following data:

Permit Number	Permit Type	Installation Site Address	Space Number	Status	Approval Date	Expiration Date	Action
25-04129	Manufactured Home Installation Permit	[REDACTED]	[REDACTED]	Issued	10-18-2024	04-18-2025	Request Admin Changes Request Extension Download Permit

A red arrow points to the 'Request Extension' link in the 'Action' column of the first row.

Type in the reason for extension



Request Extension

* Please provide reason for extension

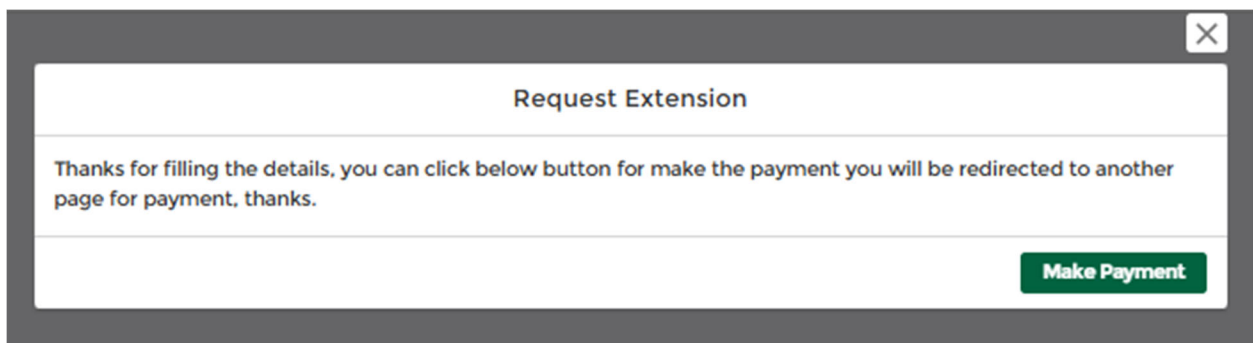
Please enter the reason of Extension

Cancel Next

Proceed to make payment.

Refer to the Fee Schedule for the 6 Month Extension cost.

Link: <https://housing.az.gov/programs/office-of-manufactured-housing>



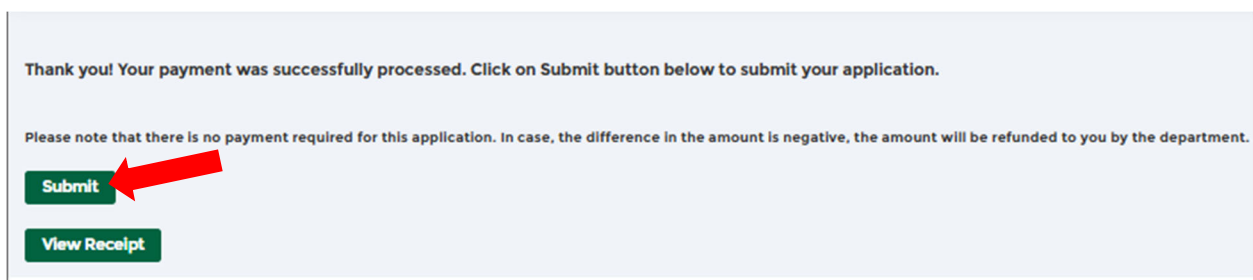
Request Extension

Thanks for filling the details, you can click below button for make the payment you will be redirected to another page for payment, thanks.

Make Payment

Once the payment has been made, select "Submit"

*(**If you do not select "submit" the request will not be processed. The extension request will stay under Unsubmitted status**)*



Thank you! Your payment was successfully processed. Click on Submit button below to submit your application.

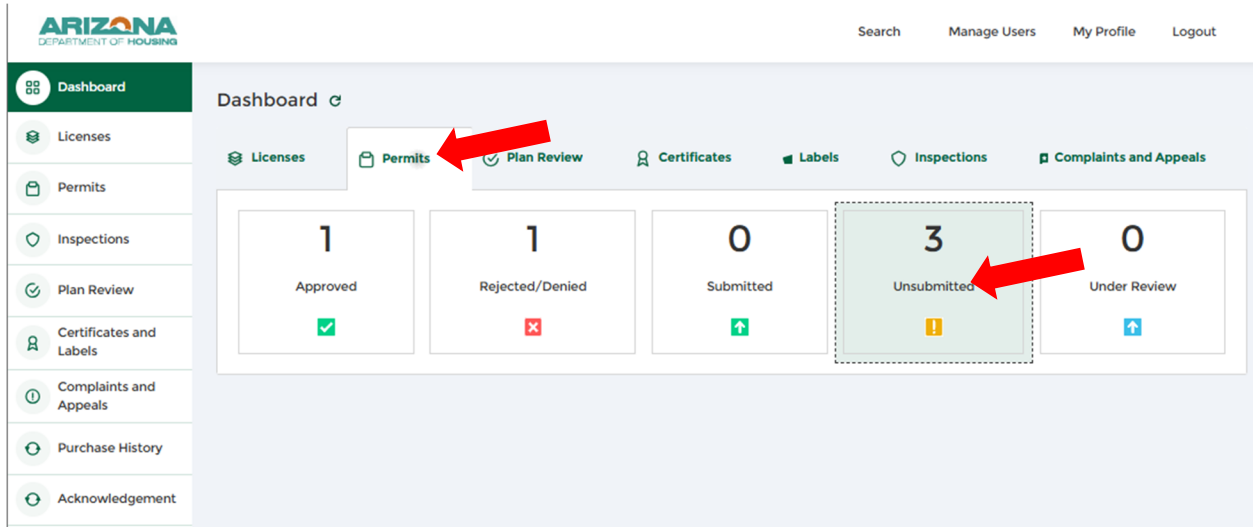
Please note that there is no payment required for this application. In case, the difference in the amount is negative, the amount will be refunded to you by the department.

Submit View Receipt

If you do not complete making the payment or missed selecting the “submit” button select the following option to retrieve the Application.

On the home screen page, select the “Permits” tab in the middle section of dashboard;

Click on “Unsubmitted”



Locate the Application and select “Resume”

