

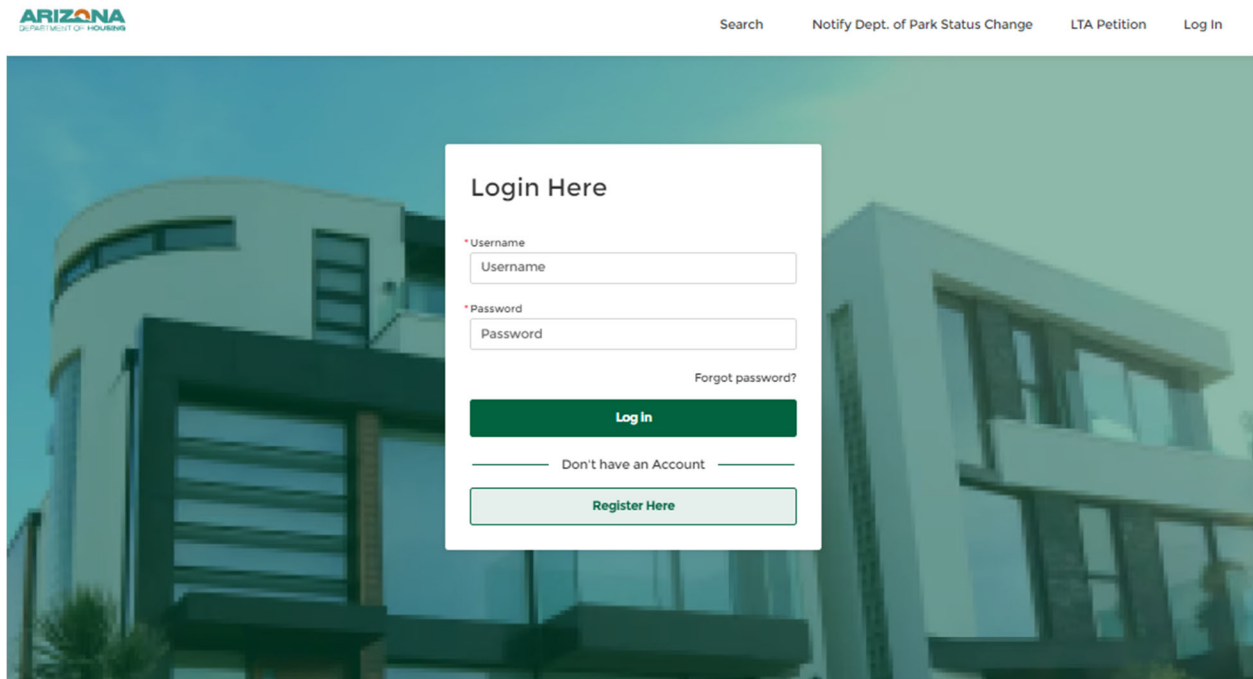
# INSTRUCTIONS FOR COMPLETING & SUBMITTING MANUFACTURED HOME INSTALLATION PERMIT APPLICATION

The Manufactured Home Installation Permit may be issued through the Department or by the local authority having jurisdiction. To determine if the Installation City, Town or County has an Inspection Service Agreement (ISA) select the link below:

<https://housing.az.gov/programs/manufactured-housing-building/inspection-service-agreement-isa>

The Manufactured Home Installation Permit Application must be submitted through the E-Licensing Portal:

<https://arizonahousing.my.site.com/MHD/s/login/?ec=302&startURL=%2FMHD%2Fs%2F>



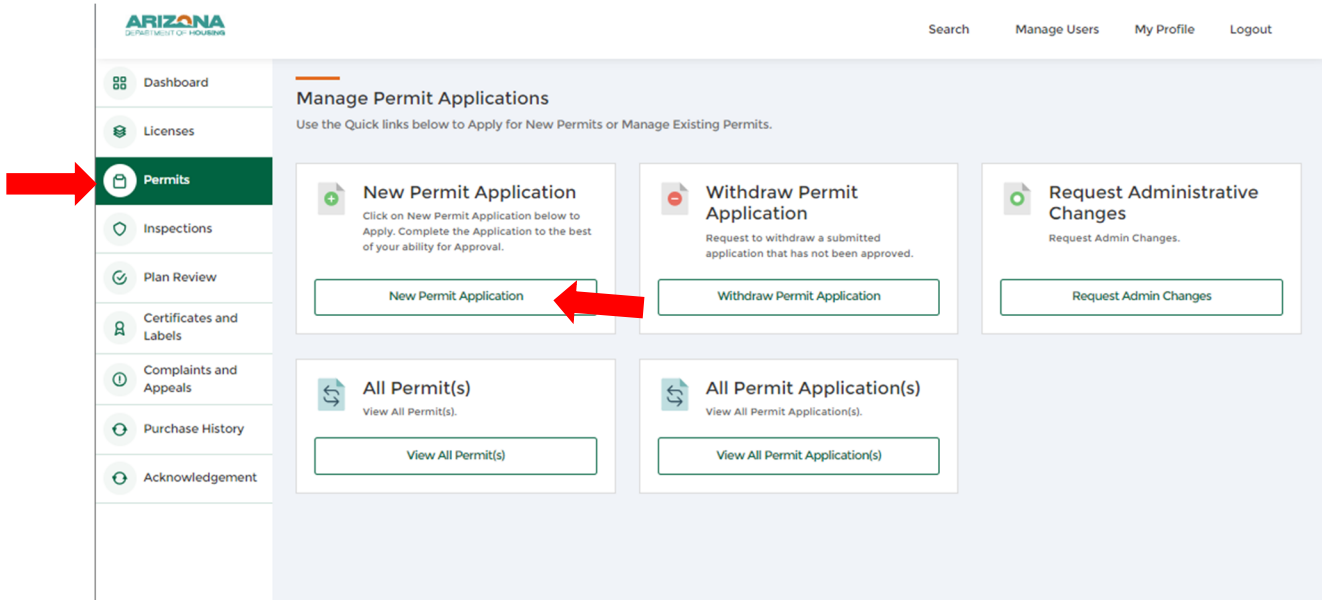
Instructions for creating an account on the E-Licensing portal:

<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



The screenshot shows the Arizona Department of Housing dashboard. On the left sidebar, the 'Permits' menu item is highlighted with a red arrow. The main content area is titled 'Manage Permit Applications' and contains several quick links. A red arrow points to the 'New Permit Application' button in the top-left card.

**ARIZONA**  
DEPARTMENT OF HOUSING

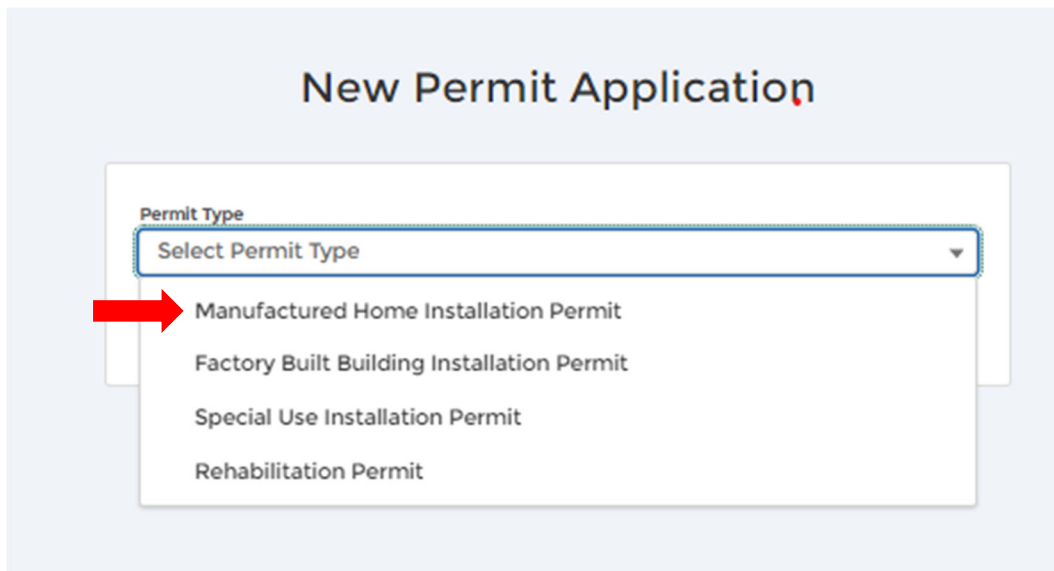
Search Manage Users My Profile Logout

Dashboard Licenses **Permits** Inspections Plan Review Certificates and Labels Complaints and Appeals Purchase History Acknowledgement

**Manage Permit Applications**  
Use the Quick links below to Apply for New Permits or Manage Existing Permits.

- New Permit Application**  
Click on New Permit Application below to Apply. Complete the Application to the best of your ability for Approval.  
New Permit Application
- Withdraw Permit Application**  
Request to withdraw a submitted application that has not been approved.  
Withdraw Permit Application
- Request Administrative Changes**  
Request Admin Changes.  
Request Admin Changes
- All Permit(s)**  
View All Permit(s).  
View All Permit(s)
- All Permit Application(s)**  
View All Permit Application(s).  
View All Permit Application(s)

## Permit type: Manufactured Home Installation Permit



The screenshot shows the 'New Permit Application' form. The 'Permit Type' dropdown menu is open, and 'Manufactured Home Installation Permit' is selected, indicated by a red arrow.

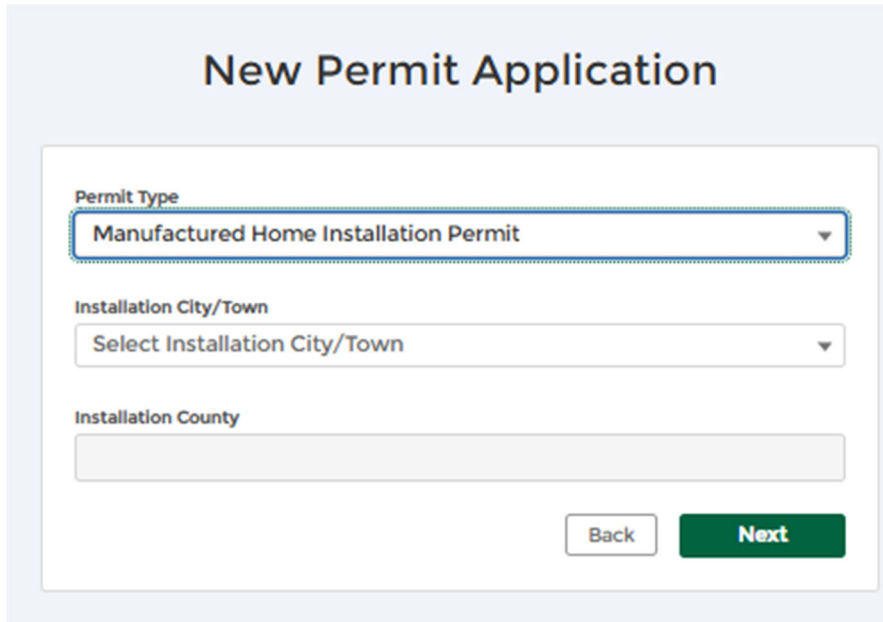
**New Permit Application**

Permit Type

Select Permit Type

- Manufactured Home Installation Permit**
- Factory Built Building Installation Permit
- Special Use Installation Permit
- Rehabilitation Permit

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



**New Permit Application**

Permit Type  
Manufactured Home Installation Permit

Installation City/Town  
Select Installation City/Town

Installation County

Back Next

**PLEASE NOTE:** *The Manufactured Home Installation Permit may be issued through the Department or by the local authority having jurisdiction. To determine if the Installation City, Town or County has an Inspection Service Agreement (ISA) select the link below:*

<https://housing.az.gov/programs/manufactured-housing-building/inspection-service-agreement-isa>

### **OWNER INFORMATION**

Owner name –*Individual or Company*

Email address

Mailing address

Telephone number

**INSTALLATION ADDRESS** –*The Installation address must match with the local jurisdiction Planning and Zoning Permit.*

**Is the property located in a flood plain area? Yes or No**

*If yes, the OMH Flood Plain Installation Plan Approval number is required to be listed "F-LD#####".*

*For more information on obtaining the OMH Flood Plan Installation Plan Approval:*

<https://housing.az.gov/programs/manufactured-housing-building/plan-review>

## **UNIT INFORMATION**

Unit Manufacturer

Serial number –also known as VIN (Vehicle identification number)

*\*If the home is currently being built and the information is not available please note “To Be Determine” or “TBD”.*

Year of Manufacture

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 –Provide the license number and company name.

*If the home was not purchased from a Dealer, please select the box “No Dealer”*

**PLEASE NOTE:** *If the manufactured home was purchased from an Out-of-State Dealer, provide the Dealer information under the document upload section. Please ensure to provide the Dealer company name, license number and email address.*

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)*

## DOCUMENT UPLOAD

Delete

### Manufactured Home Installation Permit Application

- ✓ Owner Information
- ✓ Installation Address
- ✓ Unit Information
- ✓ Scope of Work & Required Licenses
- ✓ Required Information
- 6** Document Upload
- 7 Pay and Submit

#### Document Upload

\* means required fields

Document Name	Upload Action	Uploaded Documents
Planning and Zoning Permit *	<input type="button" value="Upload Files"/>	
Flood Plain Permit (if applicable)	<input type="button" value="Upload Files"/>	
Tax Clearance Permit (504 County Assessor's Permit)	<input type="button" value="Upload Files"/>	

Must upload a complete copy of the Planning & Zoning Permit issued by the local authority having jurisdiction.

Floodplain Permit or floodplain requirements from the local authority having jurisdiction.

If the home was built before June 15, 1976 a copy of the Tax Clearance Permit (504 County Assessor's Permit) is required.

## 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.