



Arizona  
Department  
of Housing

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**CHECKLIST FOR FACTORY BUILT BUILDING PLAN SUBMITTAL**

**NOTICE:**

All new submittals for review are to be submitted electronically via the e-Licensing Solutions portal.  
The Department will no longer accept hard copy submittals.

Manufacturer: \_\_\_\_\_ License No.: \_\_\_\_\_  
Dealer: \_\_\_\_\_ License No.: \_\_\_\_\_  
Model/Serial No.: \_\_\_\_\_ Box Size: \_\_\_\_\_

Item No.	Plan Review Submittal	Check Item
1	Plan review application completed, identify Factory Built Building New Construction (Note: Approved on line submittals will be returned electronically)	
2	All plans, details, and calculations stamped by an engineer registered by the state of Arizona	
3	One original pdf set of all documents included (pdf documents to be unlocked or a scanned set of original documents; digitally signed documents are not accepted)	
4	Arizona licensed dealer information noted on plan documents	

DESCRIPTION	Page No. / Per Code (PC) / NA
<b>GENERAL (cover sheet)</b>	
Table of Contents; plan sheets numbered and/or indexed	
Code References and year (refer to ADOH website)	
Construction type listed	
Occupancy classification & occupant load (based on use)	
Fire resistance ratings (if required)	
Floor live load/Dead load	
Roof live load/Dead load	
Snow load (if applicable)	
Design wind velocity	
Seismic	
Thermal zones	
Area	
Sprinkler & alarm notations (deferred submittals)	
Building height (roof mean)	
Serial or identification number for unit	
Other:	
<b>FLOOR PLANS</b>	
Interior and exterior wall layouts	
Area square footages noted	
Door schedule (sizes, quantities, hardware)	
Window schedule (glazing, finishes, U-factors); Safety glazing	
Light and Ventilation requirements	
Attic access (size and location)	
Non-prescriptive headers	
Fire rating of walls (if applicable); approved assemblies noted	
Manufacturer Compliance Certificate location noted	
Other:	

<b>EXTERIOR ELEVATIONS</b>	
Exterior materials noted	
Attic ventilation requirements	
Building height from grade	
Other:	
<b>PLUMBING</b>	
All fixtures furnished by mfg. shown on plans	
Provisions for future fixtures shown on plans	
Water and sewer fixture count calculations	
Materials and descriptions of fixtures provided for water supply & distribution, DWV, connection fixtures, storm drainage	
Supply pressure utilized for design	
Supply and waste riser drawings, including DWV system (generic) beneath building	
Water Heater (type & capacity)	
Sizes of pipe, water inlet, DWV main drain	
Other:	
<b>GAS SYSTEM</b>	
Installed equipment capacity in BTU's, gas type	
Gas system schematic	
Materials, sizes	
Fixture unit calculations	
Other:	
<b>MECHANICAL</b>	
Installed unit capacity, specifications	
Supply and return grills (locations and sizes)	
Ductwork & flex sizes noted, specifications	
Appliances furnished by mfg. shown on plans	
Provisions for future equipment shown on plans	
Exhaust provisions (cfm)	
Other:	
<b>ELECTRICAL</b>	
Location of all electrical boxes	
Electrical panel location, main disconnect (if applicable)	
Interior & Exterior lighting and receptacles	
Switching controls, light reduction controls per IECC	
Smoke detector location(s)	
Electrical load calculations	
Electrical panel layout (amperage capacity, breaker and wire sizes, circuit schedule, AIC rating)	
Raceway conductor material	
All fixtures furnished by mfg. shown on plans	
Provisions for future fixtures shown on plans	
Equipment receptacle(s) and disconnects (if applicable)	
Other:	
Other:	
<b>ACCESSIBILITY (other than 1 &amp; 2 family dwellings)</b>	
Entrances and means of egress	
Doors, doorways, and door hardware	
Stairs and handrails	
Toilet rooms, plumbing fixtures, grab bars, etc	
Clear floor space(s) for accessibility shown on plans	
Other:	
Other:	

<b>FLOOR X-SECTION</b>	
Joists, beams, sizes and spacing	
Materials, species and grade	
Sheathing, decking, and concrete as applicable	
Fastening instructions	
Insulation	
Details as required for clarification	
Steel frame details	
Other:	
<b>WALL X-SECTION</b>	
Studs, columns, sizes and spacing	
Materials, species and grade	
Sheathing and bracing, shearwall designs	
Headers, trimmers, king studs, and lintels	
Finishes (interior & exterior)	
Rated assemblies (Fire & STC)	
Fastening instructions	
Insulation	
Details as required for clarification, walls to floor connections	
Other:	
<b>CEILING / ROOF X-SECTION</b>	
Rafters, beams, sizing and spacing, roof slope	
PE sealed truss designs	
Lumber species and grade	
Sheathing and decking	
Roof covering, ceiling finishes	
Fastening instructions	
Insulation	
Detail as required for clarification, roof to wall connections	
Rated assemblies	
Roof drainage, primary, overflow (if applicable)	
Other:	
<b>ENERGY COMPLIANCE (COMcheck/REScheck...)</b>	
Building Envelope	
Lighting (interior/exterior)	
Mechanical & Water Heater	
<b>SET-UP INSTRUCTIONS</b>	
Floor, ceiling, roof, and marriage wall connections	
Plumbing, mechanical, & electrical connections	
Fire stopping	
Field installed components identified and detailed	
Other:	
<b>Structural Calculations</b>	
Gravity load, uplift load, Lateral force	
Overturning and uplift	
Shearwall and diaphragm	
Seismic load	
Other:	

**Notice:**

Review of the submittal documents does not authorize or approve any omissions or deviations from the applicable codes and standards adopted by the Department of Housing. It is the sole responsibility of the applicant, designers, registrants, and licensees to comply with all applicable codes and standards adopted by the Department of Housing, Manufactured Housing and Building Division.