



Arizona  
Department  
of Housing

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**CHECKLIST FOR FLOOD ZONE INSTALLATION PLAN SUBMITTAL**

Item No.	Plan Review Requirement*	Check Item
1	Plan review application completed, and plan review fee included	
2	Minimum one original and one copy each of all documents included	
3	Means of return delivery included if unable to retrieve plans/documents from office (self-addressed stamped package for plan documents or other form of pre-paid packaging)	
4	Site plan identifying location of proposed structure (manufactured home, mobile home, or factory-built building)	
5	Copy of designated Flood Use Permit or flood design conditions issued by Local Authority Having Jurisdiction (LAHJ) for Floodplain Management.	
6	Flood zone type identified (ie. A, AE, AO...)	
7	Regulatory Flood Elevations (RFE) and Base Flood Elevations (BFE) noted	
8	Current State of Arizona licensed engineer's seal on plan documents, details, and calculations	
9	Dimensions and details of the foundation system, and anchoring to prevent flotation, collapse, or lateral movement of the structure. Note: If an enclosed foundation system is provided, note where to place flood vents or other openings.	
10	Complete list of materials cross identified and how they will be utilized	
11	Indication of how to place the structure to ensure the frame is at/or above RFE	
12	Design analysis calculations used to determine all load conditions	
13	Approval of the information noted in items 4-12 above by the local flood district administrator having authority	

\*Reference Arizona Administrative Code R4-34-707

**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.