

Intergovernmental Agreements (IGA)

**Arizona
Department of Fire, Building
and Life Safety**

Office of Manufactured Housing

Intergovernmental Agreement (IGA)

Arizona Revised Statute § 41-2153 – Gives the State authority to enter into agreements with local enforcement agencies to enforce the installation standards in their jurisdiction provided the Deputy Director is monitoring their performance to be consistent with the installation standards of the Department.

NOTE: The State enters into agreements with Towns, Cities, and Counties. A local jurisdiction may not sub-contract under its agreement with the State without prior written approval. IGA contracts may be terminated by the State if written approval is not granted.

Advantages

- Revenue from permits and inspections
- Increased communication with consumers and installers
- Consumers can apply for permits locally
- Information updates and training
- State guidance and support on illegal activity, installation issues, HUD standard and Arizona State Statute interpretations
- Monitoring by State ensures jurisdiction compliance with standards and statutes, installer compliance and decreases illegal installations which may lead to safety violations

IGA Contract

- **Written agreement between jurisdiction and the Department of Fire, Building and Life Safety (DFBLS)**
- **Jurisdiction agrees to permit and request information from applicants as required by the State**
- **Monitoring requirements**
- **Training requirements**
- **Current fee schedule with maximum fees, established by the State**
- **Valid for 5 years from effective date**
- **Can be amended to include other jurisdictions who need permitting and inspection assistance**
- **Renewal process is the same as new contracts**

Training Requirements

As of 2011, IGAs are required to attend periodic training as required by the Department. Development of this standard came about from an effort to keep IGA Inspectors and Installers consistent, updated on standards and statutes, informed of innovation in the industry, and to identify and alleviate issues experienced out in the field. Training will include:

- Permitting processes and procedures**
- Documents required at inspection site**
- Inspection and information collection**
- Reporting**
- Auditing**

Permitting

Permitting processes and procedures – Permits may be developed to meet the needs of the jurisdiction, but also need to be able to collect the minimum information as per the State:

- Applicant name, address, phone, and email (optional)
- Primary licensed contractor or licensed installer name, address, phone, license number, and email (optional)
NOTE: Only licensed contractors may install commercial factory-built buildings (modular).
- Subcontractor names, addresses, phone, license, and work to be completed by them

Permitting

- **Year, manufacturer, full serial number, size, and type of unit being installed**
 - **HUD manufactured home**
 - **Pre-1976 mobile home**
 - **Residential FBB**
 - **Commercial FBB**
- **Installation address**
- **Snow load if above 20 lbs**
- **HUD labels (manufactured homes), Rehabilitation insignia (pre-1976 going into mobile home parks, or required by local ordinance), FBB insignia (residential and commercial FBB's) (if known at permitting)**

Permitting

- **Installation insignia (if known at permitting)**
- **Accessory structure type**
 - **Skirting**
 - **Awning**
 - **Retaining wall**
 - **Stem-wall**
 - **Garage**
 - **Attached storage**
 - **Porch**
 - **AIR Conditioning Systems**
 - **Roof Mounted Solar Systems**

Permitting

- **State approved plans presented during permit application**
 - **Required for all Commercial and Residential FBB's**
 - **Flood plains**
 - **Wood, block or non-vinyl skirting**
 - **Awnings that aren't part of a kit, custom made or wooden, if attached to the unit**
 - **All skirting or foundations which hold back soil are classified as retention walls**
 - **All recessed foundation and stem-walls**
 - **Attached garage**
 - **Attached storage**
 - **Attached porch**

Documents Required On-Site During Inspection

- **Permit(s) must be attached to home and made visible for the inspector**
- **Soil condition or penetrometer report, or be able to perform soil test requested by inspector**
- **Installation insignia affixed properly to unit and completely filled out (if applicable)**
- **Manufacturer's installation instructions for new HUD manufactured homes**
- **Comparable manufacturer's installation instructions or 24 CFR Part 3285 HUD Installation Standards for used HUD manufactured homes**

Documents Required On-Site During Inspection

- **Comparable manufacturer's installation instructions, 24 CFR Part 3285 HUD Installation Standards, or Arizona Statutes for Installation for pre-1976 mobile homes**
- **Red stamped State approved plans for residential and commercial FBB's , attached accessory structures, or any other circumstance requiring State approved plans(if applicable)**
- **Manufacturer's installation instructions for any accessory structure not accompanied by a State approved plan, such as: aluminum or steel awnings, porch kits, solar systems, etc.**

Inspection and Information Collection

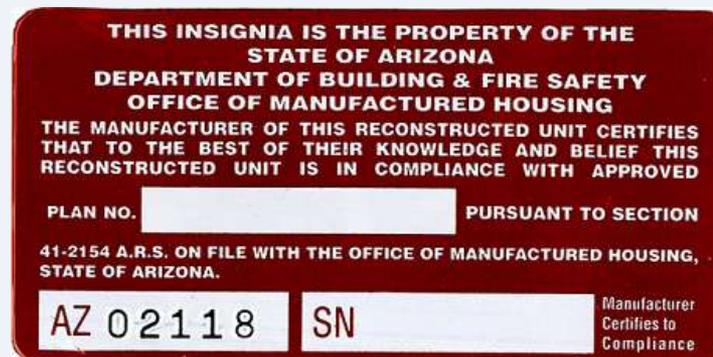
- Verify all necessary documents are on-site
- Site address of unit
- Identify serial number of unit
 - NOTE: Do not verify serial number from installation insignia or documents only. Serial number(s) must coincide with all documents, plans, and insignia.**
- Verify all installers of work that was conducted, sometimes these may change

Inspection and Information Collection

- Rehabilitation insignia number (pre-1976)



- Reconstruction insignia number



Inspection and Information Collection

- State approved plan number(s)

THIS DOCUMENT
APPROVED

STATE OF ARIZONA

Approval does not

imply compliance with the requirements of the
State Fire Marshal or local codes and ordinances
governing zoning, fire zones, fire separation, site
development requirements.

Date...7/28/2011...By.....BR.....

Approval No.D-FB 8802..

Sheet 1 of ...5..

Review of this document does not authorize or
approve any omission or deviation from the
applicable codes and standards.

- Manufacturer's FBB insignia number(s)



Inspection and Information Collection

- Installation insignia number(s)

THIS INSIGNIA IS THE PROPERTY OF THE STATE OF ARIZONA DEPARTMENT OF BUILDING AND FIRE SAFETY OFFICE OF MANUFACTURED HOUSING. THE LICENSEE LISTED BELOW CERTIFIES THAT THE INSTALLATION WORK PERFORMED IS IN COMPLIANCE WITH THE RULES AND REGULATIONS OF THE OFFICE.

LICENSE NUMBER	CLASS	DATE
AZ 242270	SN	

WORK PERFORMED:

GAS	WATER	SEWAGE	SKIRTING / AWNING
ELECTRICAL	BLOCKING	ANCHORING	COOLER / AIR CONDITIONER

- HUD Label(s)

AS EVIDENCED BY THIS LABEL NO. **APZ 198291**

THE MANUFACTURER CERTIFIES TO THE BEST OF THE MANUFACTURER'S KNOWLEDGE AND BELIEF THAT THIS MANUFACTURED HOME HAS BEEN INSPECTED IN ACCORDANCE WITH THE REQUIREMENTS OF THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT AND IS CONSTRUCTED IN CONFORMANCE WITH THE FEDERAL MANUFACTURED HOME CONSTRUCTION AND SAFETY STANDARDS IN EFFECT ON THE DATE OF MANUFACTURE. SEE DATA PLATE.

Inspection and Information Collection

- **Inspect foundation and/or installation of unit and/or accessories to State approved plan**
- **Inspect attached accessories to manufacturer's installation instructions**
- **Inspect mobile or manufactured home to manufacturer's installation instructions**
 - **Site prep (soil condition, slope, drainage, etc.)**
 - **Pier configuration (pads, pier, caps, and shims) and spacing**
 - **Perimeter piers at windows and door-ways**
 - **Pier configuration and spacing on marriage line and at column supports**

Inspection and Information Collection

- **Lag bolt sizing, configuration, and spacing at all connections (floor, walls, columns, and ceiling, and roof)**
- **Strap fastening, spacing and configuration**
- **Anchoring (materials, configuration, spacing, depth, amount, and installation)**
- **Close-up (ridge cap, vent caps, siding, trim, etc)**
- **Under floor connections (duct, gas, plumbing, drainage, electrical, grounds, etc)**
- **Utility connections and runs from unit to meter(s)**
- **Testing of utilities and smoke alarms**

Reporting

As of January, 2011, IGA's are required to submit monthly inspection activity reports no later than 15th of the following month. Information documented on the reports are compared to monthly reports submitted by the Installer, our HUD label database, and the Planning Section. A monthly report to collect necessary information for the State has been standardized and comes with instructions for its use.

The monthly report collects:

- **Name and Address of Jurisdiction Office:** Jurisdiction name, Department, Address, City, State, Zip
- **Submitted by:** Primary contact for questions relating to report

Reporting

- **Date: Submission date**
- **Reporting Month: Month and four digit year for which you are reporting**
- **Area code and Telephone Number: Primary contact's phone number**
- **Permits Finaled This Month:**
 - **FBB Commercial: Number of whole buildings finished with install, all inspections, and was issued a Certificate of Occupancy**
 - **FBB Residential: Number of homes finished with install, all inspections and finaled to be occupied (no Certificate of Occupancy required to be issued)**

Reporting

- **Manufactured Home: Number of manufactured homes and pre-1976 mobile homes finished with install, all inspections and finalized to be occupied (no Certificate of Occupancy required to be issued)**
- **Permits Issued This Month**
 - **FBB Commercial: Number of installation permits issued to allow applicant to commence work**
 - **FBB Residential: Number of installation permits issued to allow applicant to commence work**
 - **Manufactured Home: Number of installation permits for manufactured homes and pre-1976 mobile homes issued to allow applicant to commence work**

Reporting

- **HUD Label, FBB Insignia or Rehabilitation Insignia Number:**
 - **HUD Label is affixed to manufactured homes built on June 15, 1976 or later at the rear end of each section of home, 1 foot in and 1 foot up from road side. May also be affixed to side on rear end of each section (lap sided homes). Document three digit code and all numbers. (Ex. ARZ 196291)**

Reporting

- **FBB Insignia is affixed to rear of commercial or residential modular in same manner as a HUD Label, or to chassis, permanent frame member, or utility panel box. Insignia must have manufacturer's design plan approval number from OMH (Ex. FLL-157), and SN (serial number). Document two digit code and all numbers. (Ex. AZ 307496)**

Reporting

- **Rehabilitation Insignia is affixed to mobile homes built prior to June 15, 1976 in same manner as a HUD Label, or may be affixed to home near the point where power exits the home, or at the utility panel box. Mobile homes must be rehabilitated when brought into this State or when moving from a Mobile Home Park in this State to another Mobile Home Park in this State, being brought into this State or if required by jurisdictional ordinance for any kind of movement. Insignia must have serial number or VIN number. Document two digit code and all numbers. (Ex. AZ 03982)**

Reporting

- **Unit Serial Number:** Entire serial number from chassis, data plate, permit, Insignia, and other supporting document comparisons
- **Installation Insignia or State Approved Plan Number:**
 - **At least one Installation Insignia is required for the whole unit, not per section. In some cases, Installers may have multiple licenses, requiring them to use more than one insignia per unit, or multiple Installers may have completed specific aspects of work. Work shall be marked off in appropriate boxes for what was performed by the Installer(s). Document two digit code and all numbers. (Ex. AZ 242270)**

Reporting

- **State Approved Plan Number is required for the installation of all homes and buildings going into any flood plain, Residential/Commercial FBB installations, and attached accessory structures. Document State Approved Plan Number. (Ex. D-FB 8802)**
- **Site Address of Installation: Address of installation, including city, state and zip**
- **Installation Approved Date: Date the home or building was completely installed, finalized and cleared to be occupied**

Reporting

- **Fees: Permit fee for each install. Only give the amount for the building installation, do not include local planning and zoning fees. (Ex. \$300 max for manufactured and mobile home installations; \$600 max per story for residential FBB I including systems; \$4.50 per lineal foot for commercial FBB including systems.**

Reporting

Do not fill in specific information in columns for units which were permitted in a particular month. Only the amount of permits issued is necessary. Complete information only needs to be provided once the installation permit has been finalized and closed. It is expected that in some instances, a permit may be open for months because the applicant is adding attached accessory structures which may take longer to complete.

Reporting

HUD Park model or Park model alternatives: A marketing term for very small singlewide HUD manufactured homes which may look just like park models. This complicates permitting, inspection and reporting. Do not include permits issued for park model homes without a HUD label or upon proof that it was built to the ANSI 119.5 building code.

Do not report single-wide temporary construction trailers which will not be accessed by the public.

Audits

IGA's are audited periodically to ensure that the IGA is performing to the terms of the contract, State statutes and rules, and HUD installation standards. Permitting and inspection reporting processes are reviewed. On-site visits are made to recent or current installations to review field inspection processes.

IGA's are now audited by area and season. IGA's are audited even if they have not had any activity since their last audit. Ideally, audits will be conducted annually, but realistic expectations may be around every two years.

Audits

Information provided to the State for auditing:

- **Adopted codes, snow load, frost depth, snow depth, wind zone**
- **Local ordinances related to mobile homes, manufactured homes, and factory-built buildings**
- **Current Fee Schedule**
- **Permits issued over given period of time**
- **Permits finalized over given period of time**
- **Permits issued in previous year**
- **Training and education background of IGA personnel**
- **Individual available to be interviewed on the permitting process**

Audits

10 or at least 10% of issued and closed permits will be reviewed for:

- **Completely filled out permits**
- **Make and/or model of unit**
- **Year**
- **Serial number**
- **Address**
- **HUD labels or FBB insignia**
- **List of all contractors/installers and sub-contractors with license numbers**
- **Installer's insignia or State approved plan number**
- **Flood plain determinations**

Audits

- **Accessory structure information**
- **Completed inspection forms or checklists**
- **Documentation and follow-up of violations**
- **Fees assessed**

A series of questions will be asked in reference to IGA's processes, primarily concerning permitting, planning, inspection, and follow-up.

Training may be given during the audit to bring IGA into compliance with State processes, statutes, rules, or HUD standards.

Audits

A current or recent installation is preferred for conducting a field audit. A series of questions will be asked in reference to installation inspection processes. The inspector may be asked to conduct an actual inspection or demonstrate what they would inspect. Noted non-conformances may be addressed at that time and training may be given to everyone present. An electronic version of the audit will be kept in IGA's file at DFBLS and is emailed to the IGA. IGA must respond in writing to non-conformances within 10 working days and have a plan of action to correct the non-conformances. Responses may be submitted by email, fax, or snail mail.

Questions?

Department of Fire, Building and Life Safety

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