



STATE OF ARIZONA
DEPARTMENT OF HOUSING
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CHECKLIST FOR FACTORY BUILT BUILDING INSTALLATION PLAN SUBMITTAL

Item No.	Plan Submittal Requirement	Check Item
1	Plan review application completed, and plan review fee included	<input type="checkbox"/>
2	All plans, details, and calculations stamped by an engineer registered by the state of Arizona	<input type="checkbox"/>
3	Minimum one original and one copy each of all documents included	<input type="checkbox"/>
4	Included self-addressed stamped envelope for plan documents or other means of return delivery if unable to retrieve plans/documents from office	<input type="checkbox"/>
5	Is unit located in a flood zone: Yes (A) – See Checklist for Flood Plain Installation Plan Submittal No (B) – Proceed with this checklist	A <input type="checkbox"/> B <input type="checkbox"/>
6	Site plan approved by local zoning for setback and separation to include location of the building, occupancy type or use, building size, and all utility lines (water, sewer, gas, electric)	<input type="checkbox"/>
7	Plumbing drawings with water, sewer, and gas lines identified from tap/meter to unit. A. Identify size, length, and materials for each B. Location of all cleanouts and grade of sewer line C. If restroom facilities are not included in the building, note provisions on site to accommodate occupants of the new building	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>
8	Electrical drawings, including the isometric one-line diagram that contain the following information: A. Amps at site meter or service, breaker size noted on site meter or service for the new building, and load center amps for new building B. Conduit size, material and distance from existing meter or service to new building C. Number, size, type of conductors (AL or CU), and length of feeders D. Wire type (ie: THHN, XHHW...) E. All grounding and bonding connections including grounding rod size and length F. Complete details of panelboards, switchboards, and distribution centers	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/>
9	Foundation Systems	
	Description of the soil class and the soil bearing pressure	<input type="checkbox"/>
	Footings designed to meet the minimum bearing pressure at the depth required (if applicable)	<input type="checkbox"/>
	Complete set of drawings indicating: A. Dimensions and details of the foundation footing (support) and anchoring B. Complete list of materials C. A cross-identification of how materials will be used in the appropriate view.	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>
	Identify supports and tie-down system	<input type="checkbox"/>
	Engineering calculations provided for all load conditions including: A. Wind loads for horizontal, uplift loads, overturning B. Horizontal and torsional earthquake effects on foundations	A <input type="checkbox"/> B <input type="checkbox"/>
	Multi-wide units (if applicable) to include mate-line connection details noting type of fasteners and spacing of fasteners at the floor and roof.	<input type="checkbox"/>

EXPEDITED Plan Review Submittal (check one): YES NO

If yes, Engineer's signature and seal required below.

Engineer's Signature: _____ Engineer's Seal: