

INSTRUCTIONS FOR COMPLETING & SUBMITTING FACTORY BUILT BUILDING INSTALLATION PERMIT APPLICATION **by mail or over the counter**

Applying for a Factory Built Building Installation Permit Application by mail or over the counter is a multi-step process, below are the required steps you must complete:

Complete the Factory Built Building Installation Permit Application

Instructions for completing application information:

1. Owner Information –Provide information as noted.
2. Installation Address –*Installation address must match to the plan approval.*
3. Description –Provide information as noted
 - Unit Manufacturer
 - Serial number
 - Insignia –*Insignia or certificate number affixed by the manufacturer*
 - Size –*box size*
 - Occupancy Type
4. Permanent or Temporary –Check box that applies
 - Permanent –Building installed for more than 6 months
 - Temporary –Leased building installed for 6 months of less
5. Fire sprinkler and fire alarm system –Check box that applies
Local authority having jurisdiction –Provide information noted
6. Installer/Contractor information –Provide information noted

*****To add additional Installers and/or Contractors, please use Subcontractor Supplement Form*****

7. Dealer Information: *If the building was not purchased or leased from a dealer please note "Private Sale", "Owner" or "N/A".*
8. Permit Purchaser –Contact person that is responsible for the application.
9. Subcontractor Supplement Form –Page #2
List all licensed Installer/Contractors associated with the installation, which includes utility connections and all attached accessory structures.

**PLEASE ENSURE PERMIT APPLICATION IS COMPLETELY FILLED
OUT AND LEGIBLE –Delays will result with incomplete and illegible
submittals.**

DOCUMENTS REQUIRED TO ACCOMPANY APPLICATION

Installation plan approval application sheet with the approval stamp from our Office.

Payment & Application Submittal:

Refer to Fee Schedule for the permit cost.

Check or certified funds are to be made out to: **Arizona Department of Housing**

Application and payment may be submitted by mail or over-the-counter. At this time we do not have the availability to submit requests and payments online.

Mailing Address:

Arizona Department of Housing
P. O. Box 6280
Phoenix, AZ 85005

Physical Address:

Arizona Department of Housing
1110 W. Washington, Suite 280
Phoenix, AZ 85007

INSTALLATION PERMIT IS NOT ISSUED OVER THE COUNTER