

INSTRUCTIONS FOR COMPLETING & SUBMITTING MANUFACTURED HOME INSTALLATION PERMIT APPLICATION **by mail or over the counter**

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

Instructions for completing Application Information:

1. Owner Information –Provide information as noted.
2. Installation Address –*Installation address must match the local authority Planning & Zoning Permit.*
3. Unit Description:
 - Unit Manufacturer
 - Serial number –also known as VIN number
**If the home is currently being built and the information is not available please note “To Be Determine” or “TBD”.*
 - Date of Manufacture or Year
 - Size –box size
 - Flood Zone Plan #
 - Other Approved Plan #

4. Unit Installer Information –Installer and/or Contractor information performing the installation of the home.

Check all applicable boxes for work being performed by the Unit Installer

- Foundation System
- All utilities that will be connected

5. Accessory Installer Information –Installer and/or Contractor information performing attached accessory structures installation.

Check applicable boxes for work being performed by the Accessory Installer

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

6. Dealer Information: *If the home was not purchased from a dealer, please note “Private Sale”, “Owner” or “N/A”.*
7. Permit Purchaser –Contact person that is responsible for the submittal.
**Email address to whom electronic communication from the office will be sent.*
8. If the home was built prior to June 15, 1976 –**must complete page #2**
Provide information as noted
9. Subcontractor Supplement Form –**Page #3**
List all licensed installers/contractors associated with the installation, utility connections and all attached accessory structures of the manufactured/mobile home.

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

DOCUMENTS REQUIRED TO ACCOMPANY APPLICATION

Please note the following documents are required with the submittal:

- Complete copy of the Planning & Zoning Permit from the local authority having jurisdiction
- Floodplain Permit from the local authority having jurisdiction –*if applicable*
- Flood zone site specific plan approval application sheet issued from our Office with the FLD plan number noted –*if applicable*

PAYMENT AND APPLICATION SUBMITTAL:

Refer to the Fee Schedule for the permit cost.

Checks or certified funds must be made out to: **Arizona Department of Housing**

MAILING ADDRESS:

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

OVER-THE-COUNTER

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

INSTALLATION PERMIT IS NOT ISSUED OVER THE COUNTER