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