

INSTRUCTIONS FOR COMPLETING AND SUBMITTING REQUEST TO MAKE A CHANGE ON *Factory Built Building and Special Event Installation Permit*

Complete the Request to Make a Change on Installation Permit form

Instructions for completing form:

1. Applicant Name –provide information as noted.
2. Date – provide information as noted.
3. Email Address **(required)** –Email address to whom electronic communication from the office will be sent.
4. Permit Number –Only **one** Installation Permit per request
5. Total number of changes requested –Provide information as noted.
6. Detailed explanation of change(s) –Provide a detailed explanation of the changes being requested.
7. Supporting Documents Included –Check appropriate box that applies
Please note: If you are correcting or modifying the installation address and/or building size a copy of the supplement installation plan approval application sheet with the approval stamp must be provided.
8. Add or Remove Installer/Contractor: Check appropriate box that applies
Please note: A licensed Installer and/or Contractor with a valid license and the appropriate license classification to perform all work related to the installation, which includes utility connections and all attached accessory structures is required.

Submitting payment & form instructions:

Request to Make a Change on Permit form and payment must be submitted by mail or over the counter. At this time we do not have the availability to submit requests and payments online.

Refer to the Fee Schedule for the Administrative Function Fee per item.

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