

BOARD OF MANUFACTURED HOUSING

January 19, 2022



Arizona Department of Housing

AGENDA



A G E N D A
BOARD OF MANUFACTURED HOUSING
Arizona Department of Housing

Date: **Wednesday, January 19, 2022, 1:00 P.M.**

Zoom Meeting

Link to join meeting:

<https://us02web.zoom.us/j/82281984258?pwd=NGVWT2FIVHliaHNpdFkrNmxnQnA3Zz09>

1:00 P.M.

- I. Call to Order (Chairman)
- II. Roll Call (Secretary)
- III. Director Simplot, comments and conversation with Board Members
- IV. Call to the Public
Public Comments - Those wishing to address the Board need not request permission in advance; however, they must complete a form available at <https://housing.az.gov/manufactured-housing/board-manufactured-housing> or at the meeting. Each person addressing the Board will be limited to five minutes on any one issue. Pursuant to A.R.S. § 38-431.02(H), the Board may only take action on matters listed on the agenda. Action taken as a result of public comments will be limited to directing staff to review a matter or ask that a matter be placed on a future agenda.
- V. Annual Selection of Board Chair (Assistant Deputy Director)
- VI. Review and Action on Abbreviated Minutes of April 21, 2021 meeting
- VII. Financial Report – review and discussion
- VIII. Rule Update (Assistant Deputy Director)
- IX. Legislative Proposal Update (Assistant Deputy Director)
- X. e-Licensing Solution and Digital Plan Review Update (Assistant Deputy Director)
- XI. Adjournment

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the general public that the members of the Board of Manufactured Housing will hold a regular meeting open to the public via the virtual link set forth above. The Board, upon a majority vote of a quorum of the members, may, when necessary, hold an Executive Session to obtain legal advice regarding any of the agenda items, pursuant to A.R.S. § 38-431.03(A)(3).

The agenda is subject to change up to 24 hours prior to the meeting, in which case a new agenda will be prepared and distributed in the same manner as the original agenda. You may also call **602-364-1433** or email Ayde.Sanchez@azhousing.gov for any changes. Agenda items are noted by number and letter for convenience and reference. The Board may address the agenda items in any order within the time frame indicated, and may set over matters to a later time when necessary. The Board reserves the right to change the order of items on the agenda, except for matters set for a specific time.

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting Ayde Sanchez at 602-364-1433 or email Ayde.Sanchez@azhousing.gov. Requests should be made as early as possible to allow time to arrange the accommodation.

April 21, 2021
ABBREVIATED
MINUTES



DRAFT

ARIZONA BOARD OF MANUFACTURED HOUSING

ABBREVIATED MINUTES

April 21, 2021 TELECONFERENCE BOARD MEETING

CALL TO ORDER

Chairman Roe called the meeting to order at 1:00 p.m.

ROLL CALL

Board Members present: Chairman David Roe, Jay Daniels, Terry Gleeson, Everette Hoyle, Gregory Johnloz, Wayne Syrek and Michael Young. Absent: Jan Doughty

Arizona Department of Housing (“Department”) Staff: Director Carol Ditmore (Ditmore); Assistant Deputy Director Reginald Givens (Givens); Assistant Deputy Director Tara Brunetti (Brunetti), Assistant Attorney General Valerie Marciano; Board Secretaries Ayde Sanchez and Amanda Duncan.

Public Present: Ken Anderson (“Anderson”), Manufactured Housing Industry of Arizona (MHIAZ)

CALL TO PUBLIC

No comment from Public.

APPROVAL OF JANUARY 20, 2021 BOARD MINUTES

Chairman Roe (“Roe”) entertained a motion to accept the prior Board Meeting Minutes; Board member Gleeson made motion to accept; motion seconded by Board member Hoyle and the Board voted unanimously to accept.

FINACIAL REPORTS:

Brunetti presented the financial reports and it was noted that in February 2021 the number of permits issued year to date was slightly less than previous year due to COVID.

RULE CHANGE UPDATE:

Brunetti provided an update on the changes regarding to the Installer license classification scopes allowing an I-10G licensee to perform work on a commercial use factory built buildings (FBB’s). An oral proceeding open to the public has been scheduled for April 28th 2021 at 10am to go over the proposed changes and to document any feedback. GRRC study session is scheduled for June 29th 2021 and the hearing for approval of changes is set for July 7, 2021.

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FEE STRUCTURE

Givens presented to the Chairman and Board members the 2022 fiscal year fee recommendations. Givens projects the Department will be within the 95-100% coverage and is recommending fees to remain the same.

Chairman Roe (“Roe”) entertained a motion to keep all fees the same for fiscal year 2022; Board member Wayne made motion to accept; motion seconded by Board member Hoyle and the Board voted unanimously to accept.

ANNOUNCEMENTS

No announcements.

NEXT BOARD MEETING DATE

The next meeting has been tentatively scheduled for July, 21, 2021.

ADJOURNMENT

Chairman Roe thanked the Board members for their attendance. The meeting adjourned at 1:26 p.m.

FINANCIAL REPORTS



**ARIZONA DEPARTMENT OF HOUSING
MONTHLY SUMMARY REPORT**

NOVEMBER 2021

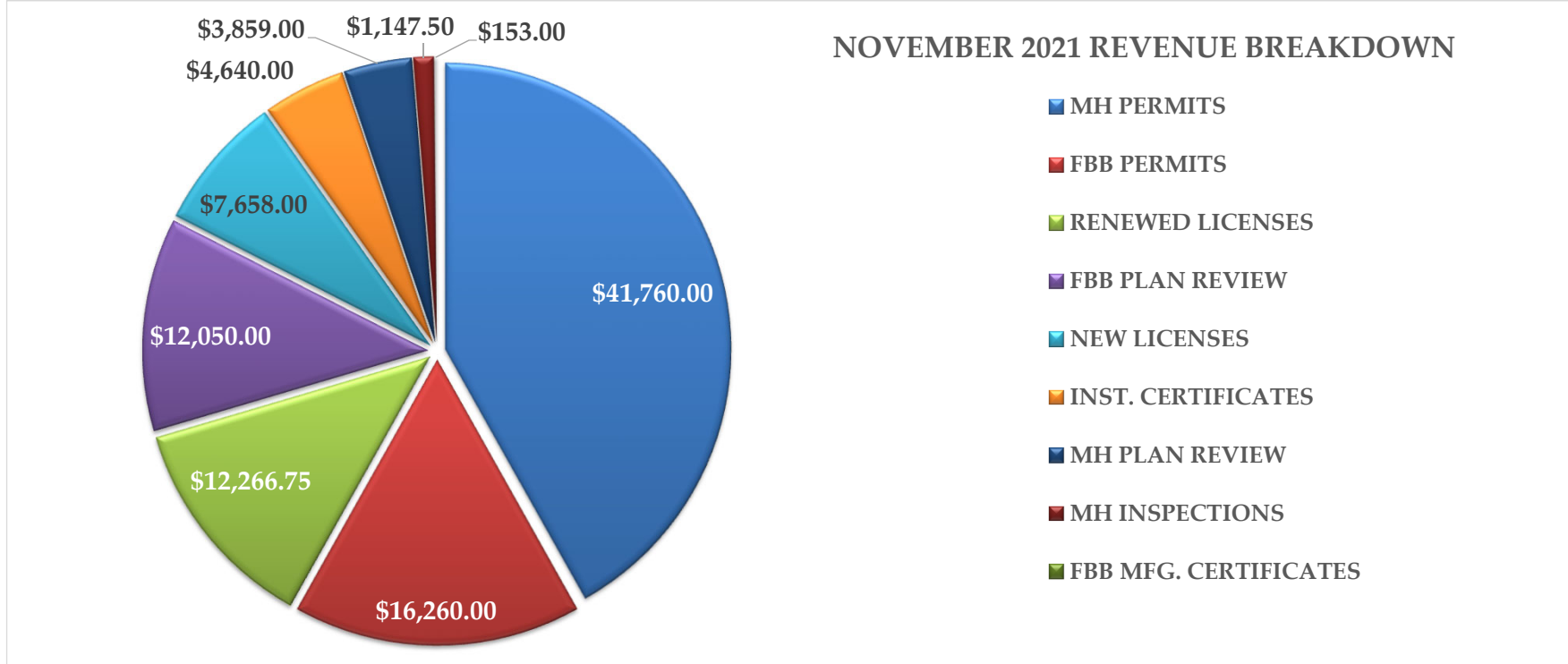
PLAN REVIEW:						
	Reviews Completed	YTD	Prior YTD	Current Total Fees Generated	YTD Fees Generated	Prior YTD
PLAN REV. - FBB	43	213	190	\$12,050.00	\$79,675.00	\$42,400.00
PLAN REV. - MH	20	103	75	\$3,859.00	\$17,638.00	\$16,934.00

INSTALLATION PERMITS:						
	Permits Issued	YTD	Prior YTD	Current Total Fees Generated	YTD Fees Generated	Prior YTD Fees Generated
MH	116	586	546	\$41,760.00	\$210,960.00	\$196,560.00
FBB	24	99	90	\$16,260.00	\$87,288.00	\$46,491.00

IN PLANT INSPECTION:						
	Plant Inspections	Current Total of Inspections	Current Total of Violations Sited	Prior YTD Total Violations	**Current Total Fees Generated	YTD Total Fees Generated
MH MFG.	11	63	11	109	\$1,147.50	\$ 8,107.85
Number of Homes Labeled	Single	Double	Triple	Quad	Five	TOTAL
	42	168	3	0	0	213
PRODUCTION TREND:	2021	2020	2019	2018	2017	2016
January	224	289	264	192	221	173
February	222	270	239	215	220	178
March	248	275	281	268	236	201
April	240	255	261	224	197	210
May	233	200	310	250	219	218
June	239	225	272	256	242	244
July	205	191	243	195	177	153
August	243	204	291	267	260	215
September	235	221	249	231	225	220
October	233	262	315	254	247	196
November	213	212	237	252	223	206
December		187	197	193	189	212
YTD TOTAL	2535	2791	3159	2797	2656	2426

CERTIFICATES:								
	Certificates Issued	YTD	Prior YTD	Current Total Fees Generated	YTD Fees Generated	Prior YTD	Certificates Reported	YTD
INSTALLATION	464	2047	1894	\$4,640.00	\$20,470.00	\$18,940.00	317	1335
FBB MFG.	3	511	489	\$153.00	\$26,061.00	\$24,939.00	66	218

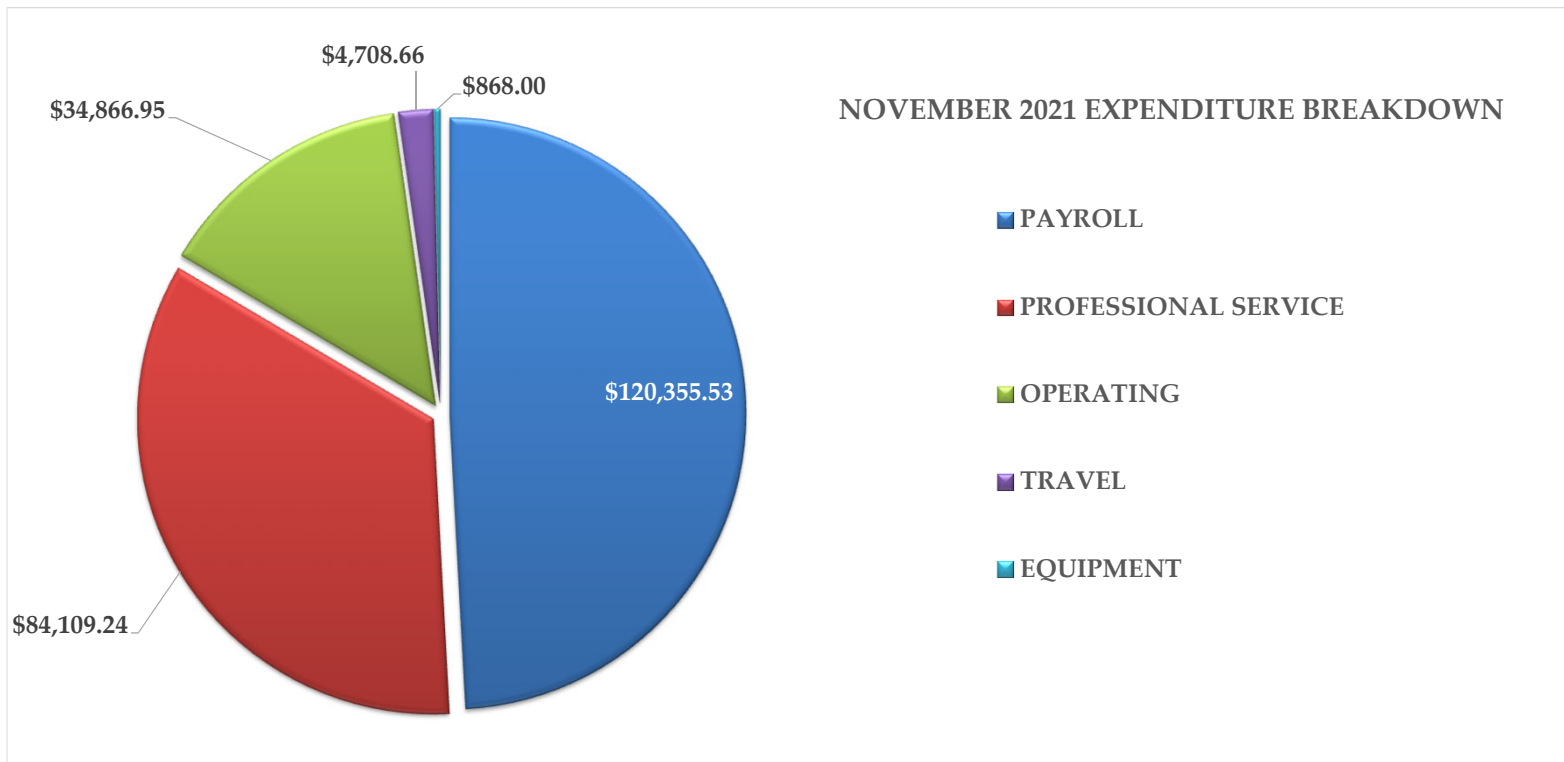
LICENSING:						
	New Licenses Issued	YTD Lic. Issued	Current Total Fees Generated	YTD Fees Generated	Current Total Licensees	Prior Year Total Licensees
MANUFACTURERS	2	9	\$1,728.00	\$8,270.00	98	86
DEALERS	3	19	\$1,564.00	\$8,252.00	301	279
SALES PERSONS	17	60	\$3,502.00	\$12,360.00	605	655
INSTALLERS	2	10	\$864.00	\$5,865.00	125	105
	Renewal Licenses Issued	YTD	Current Total Fees Generated	YTD		
<i>*Includes late renewals</i>						
MANUFACTURERS	4	35	\$1,975.00	\$16,431.75		
DEALERS	12	110	\$4,401.75	\$36,021.25		
SALES PERSONS	33	175	\$3,708.00	\$19,312.50		
INSTALLERS	7	32	\$2,182.00	\$9,838.50		



EXPENSE & REVENUE REPORT:								
	OMH Fee's Generated	YTD Revenue	Prior YTD Revenue	Current Expenditures	YTD Expenditures	Prior YTD Expenditures	Estimated Annual Revenue	Estimated Annual Expenditures
	\$ 99,794.25	\$ 566,550.85	\$ 467,661.25	\$ 244,908.38	\$ 988,191.04	\$ 671,254.55	\$ 1,359,722.04	\$ 2,371,658.50

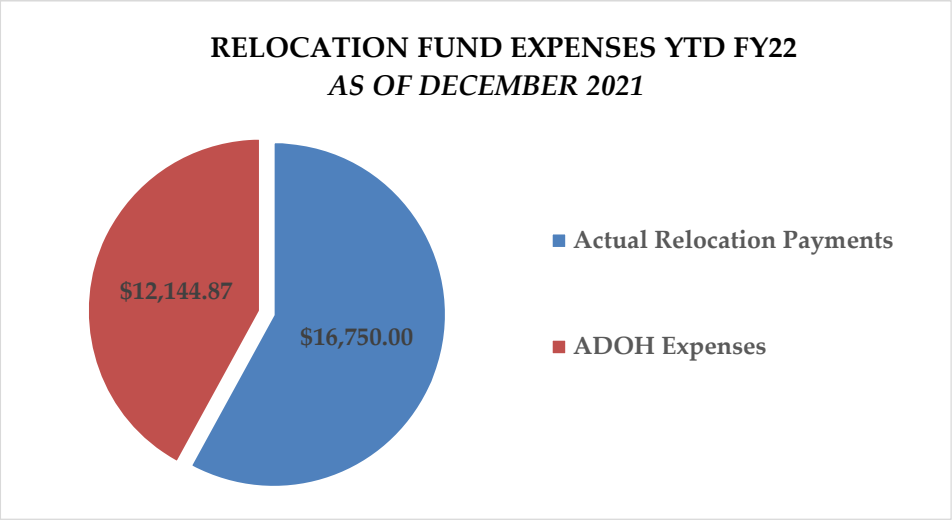
CONSUMER RECOVERY FUND				
	Monthly Deposit	Monthly Claims Paid	Monthly Interest Earned	Fund Balance
	\$ 3,570.00	\$0.00	\$ 136.55	\$ 681,793.59

CONSUMER & LICENSING EDUCATIONAL EXPENDITURES			
	Recovery Fund Ending Balance	Interest Earned	Available for Grants (75% of Interest)
FY 20	\$ 661,020.76	\$ 2,325.23	\$ 1,743.92



RELOCATION FUND SUMMARY

BEGINNING BALANCE		YTD EXPENDITURES		ENDING BALANCE	
As of 12/01/2021	\$7,647,309.10		AMOUNT	As of 12/31/2021	\$7,648,435.14
		Actual Relocation Payments	\$16,750.00		
		ADOH Expenses	\$12,144.87		
		Total Expenses	\$28,894.87		



RULES



[Name of Agency]
5 YEAR REVIEW REPORT
 [Citation to Administrative Code]
 [Date]

1. **Authorization of the rule by existing statutes**

2. **The objective of each rule:**

Rule	Objective

3. **Are the rules effective in achieving their objectives?** Yes ___ No ___

4. **Are the rules consistent with other rules and statutes?** Yes ___ No ___

5. **Are the rules enforced as written?** Yes ___ No ___

6. **Are the rules clear, concise, and understandable?** Yes ___ No ___

7. **Has the agency received written criticisms of the rules within the last five years?** Yes ___ No ___

8. **Economic, small business, and consumer impact comparison:**

9. **Has the agency received any business competitiveness analyses of the rules?** Yes ___ No ___

10. **Has the agency completed the course of action indicated in the agency’s previous five-year-review report?**

11. **A determination that the probable benefits of the rule outweigh within this state the probable costs of the rule, and the rule imposes the least burden and costs to regulated persons by the rule, including paperwork and other compliance costs, necessary to achieve the underlying regulatory objective:**

12. **Are the rules more stringent than corresponding federal laws?** Yes ___ No ___

13. **For rules adopted after July 29, 2010 that require the issuance of a regulatory permit, license, or agency authorization, whether the rules are in compliance with the general permit requirements of A.R.S. § 41-1037 or explain why the agency believes an exception applies:**

14. **Proposed course of action**

RULES as of September 30, 2021

R4-34 Subsection	Current Rule
101	Definitions The definitions in A.R.S. §§ 41-4001, and 41-4008 apply to this Chapter. Additionally, in this Chapter:
101 (1)	" Act " means the Manufactured Housing Improvement Act of 2000, which is Title VI of the American Homeownership and Economic Opportunity Act of 2000.
101 (2)	" Agency " means the seller or purchaser of a used home has given a licensed salesperson written legal authority to act on behalf of the seller or purchaser when dealing with a third party. The written legal authority is also binding on the salesperson's licensed and employing retailer.
101 (3)	" Agency disclosure " means a document that specifies the person a licensed salesperson or licensed retailer represents in a brokered transaction.
101 (4)	" Agent " means a licensed retailer authorized to act on behalf of a seller, purchaser, or both the seller and purchaser of a used home.
101 (5)	" Attached " means to fasten or affixed an accessory to a regulated structure in such a manner as to impose a load on the permitted structure.
101 (6)	" Branch location " means a satellite office, in addition to the principal office, where business may be transacted.
101 (7)	" Brokered transaction " means a transaction in which a licensed broker acts as an agent for the seller, purchaser, or both.
101 (8)	" Certificate " means an Arizona Insignia with which a licensee certifies all work performed complies with applicable law, including this Chapter, relating to modular manufacture and reconstruction, installation of modular, manufactured, and mobile homes, or rehabilitation work and construction.
101 (9)	" Co-brokered transaction " means a transaction in which the listing retailer and the selling retailer are not the same person.
101 (10)	" Consummation of sale ", as defined in A.R.S. § 41-4001, includes filing an Affidavit of Affixture, if applicable.
101 (11)	" FBB " means factory-built building.
101 (12)	" Field installed " means components, equipment, and/or construction that is to be completed and/or installed at the site. Field installed does not include reconstruction.
101 (13)	" HVAC " means heating, ventilation and air conditioning.
101 (14)	" Modular " means a type of FBB built in a factory and transported in three- dimensional sections to an installation site.
101 (15)	" New " means a unit not previously sold, bargained, exchanged, or given away to a purchaser.
101 (16)	" Panelized " means a type of commercial FBB built in a factory using closed construction, including partly or fully finished walls, floors, or roof panels, and transported in two-dimensional condition to an assembly site.
101 (17)	" Permanent foundation " means a system of support and perimeter enclosure, with or without crawl space, that is: a. Constructed of durable approved materials; b. Developed in accordance with the manufacturer's installation instructions or designed by an Arizona registered engineer; c. Attached in a manner that effectively transfers all vertical and horizontal design loads that could be imposed on the structure by wind, snow, frost, seismic, or flood conditions, as applicable, to the underlying soil or rock; and d. Designed to exclude unwanted elements and varmints, ensure sufficient ventilation, and provide adequate access to the building.
101 (18)	" Purchase contract in a brokered transaction " means a written agreement between a purchaser and seller of a used home that indicates the sales price and terms of the sale.

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101 (19)	"Repair" means work performed on a manufactured home, mobile home, or FBB to restore the building to a habitable condition that does not impact the original structure, electrical, plumbing, HVAC, mechanical, use occupancy, or energy design.
101 (20)	"Retailer" means a broker or a dealer as prescribed at A.R.S. § 41-4001 (5) and (12).
101 (21)	"Site" means a parcel of land bounded by a property line or a designated portion of a public right-of-way.
101 (22)	"Site work" means soil analysis, grading, drainage, utility trenches, foundation systems preparation, and field- installed work including terminal and connections, on-site utility connections, accessibility structures, egress paths, parking, lighting and landscaping, and similar work.
101 (23)	"Standards" means the materials referenced in R4-34-102.
101 (24)	"Supplement" means a submittal noting change of a floor plan design, system, component, or configuration, and is incorporated as part of an originally approved plan.
101 (25)	"Used home" means a previously titled manufactured home, mobile home, or FBB designed for use as a residential dwelling.
102	Materials Incorporated by Reference The following materials, are incorporated by reference, apply to this Chapter include no later amendments or editions, and are available on the Board's website. If there is a conflict between the incorporated material and a statute or rule, the statute or rule controls.
102 (1)	International Building Code (IBC), 2018 edition, available from the International Code Council, 4051 Flossmoor Road, Country Club Hills, IL 60478 or iccsafe.org ;
102 (2)	International Residential Code (IRC), 2018 edition, available from the International Code Council, 4051 Flossmoor Road, Country Club Hills, IL 60478 or iccsafe.org ;
102 (3)	International Mechanical Code (IMC), 2018 edition, available from the International Code Council, 4051 Flossmoor Road, Country Club Hills, IL 60478 or iccsafe.org ;
102 (4)	International Plumbing Code (IPC), 2018 edition, available from the International Code Council, 4051 Flossmoor Road, Country Club Hills, IL 60478 or iccsafe.org ;
102 (5)	International Fuel Gas Code (IFGC), 2018 edition, available from the International Code Council, 4051 Flossmoor Road, Country Club Hills, IL 60478 or iccsafe.org ;
102 (6)	International Energy Conservation Code (IECC), 2018 edition, available from the International Code Council, 4051 Flossmoor Road, Country Club Hills, IL 60478 or iccsafe.org ;
102 (7)	National Electric Code (NEC), 2017 edition, available from the National Fire Protection Association, One Batterymarch Park, Quincy, MA 02169 or nfpa.org ; and
102 (8)	Protecting Manufactured Homes from Floods and Other Hazards, publication 85, second edition, November 2009, available from the Federal Emergency Management Agency, 500 C. St. SW, Washington, D.C. 20472 or www.fema.gov .
103	Exceptions

RULES as of September 30, 2021

103 (A)	<p>The Board makes the following exceptions to the materials incorporated by reference in R4-34-102:</p> <ol style="list-style-type: none"> 1. International Building Code and International Residential Code. A water or gas connection may be a flexible connector if the flexible connector: <ol style="list-style-type: none"> a. Is not more than 6 feet long, b. Is of the rated size necessary to supply the total demand of the unit, and c. Made of materials that comply with the International Plumbing Code and International Fuel Gas Code; and 2. International Residential Code. Exclude Section R313, Automatic Fire Sprinkler Systems.
103 (B)	<p>Under A.R.S. § 41-4010 (D), a local jurisdiction may petition the Board for an exception to a standard. If the Board grants a local jurisdiction an exception to a standard, the local jurisdiction shall be bound by any conditions in the exception order issued by the Board. The local jurisdiction shall ensure the petition for the exception:</p> <ol style="list-style-type: none"> 1. Specifies the standard or code sections affected; 2. Justifies the requested exception with documented evidence of the local conditions that support the requested exception; 3. Specifies the boundaries of the area affected by the local conditions; 4. States why the exception is necessary to protect the health and safety of the public; and 5. Provides an estimate of the economic impact that the requested exception will have on the petitioning jurisdiction, other affected governmental entities, the public, unit owners, and licensees, and the facts upon which the estimate is based.
103 (C)	An exception ordered by the Board applies only within the jurisdiction that petitioned for the exception.
103 (D)	An exception order is effective on the date specified in the order, which will be at least 60 days after a Departmental Substantive Policy has been issued to all licensed installers describing the exception, the area within which it applies, and any provisions applicable to its use.
201	General
201 (A)	Within five business days of receipt, the Department shall perform an administrative review of an application. If the Department determines the application is incomplete, the applicant will be provided an opportunity to complete the application. Within 14 business days following receipt of a completed application and after the applicant has passed any required license examination, the Department shall issue a conditional license.
201 (B)	Corporate applicants shall submit a copy of their organizational documents, including articles of incorporation or organization, with all amendments, filed with the state, as applicable, and a certificate of good standing to transact business in this state.
201 (C)	An exemption to any applicable examination requirement may be granted if the new license application identifies the same license classification and the same qualifying party listed on a previously held license, provided the previous license was in good standing before it expired.

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201 (D)	A licensee will be given notice that a conditional license is automatically effective as a permanent license to transact business within the scope of the license following review and approval by the Department of the licensee's criminal background analysis.
201 E	Unless otherwise stated in the purchase contract, a retailer selling a mobile home, manufactured home or FBB is required to know the ordinances of the town, city or county where the unit is to be installed, regardless of whether the retailer is obligated to provide for the delivery or installation of the unit.
202	Manufacturers Manufacturer's license applications fall into one of the following license classes:
202 (1)	M-9A Manufacturer of FBBs, manufactures or reconstructs FBBs;
202 (2)	M-9C Manufacturer of manufactured homes manufactures or reconstructs manufactured homes; and
202 (3)	M-9E Master Manufacturer performs work within the scope of classes M-9A and M-9C.
203	Retailers Retailers' license applications fall into one of the following license classes:
203 (1)	D-8 Retailer of Manufactured Homes or Mobile Homes:
203 (1)(a)	Buys, sells, or exchanges new or used manufactured homes, mobile homes and used mobile homes;
203 (1)(b)	May sell new or used accessory structures included in a sales agreement;
203 (1)(c)	Acts as an agent for the sale of exchange or used manufactured homes or mobile homes including existing or new accessory structures included in a sales agreement;
203 (1)(d)	Makes alterations to new manufactured homes before a sale to a purchaser; or
203 (1)(e)	Contracts with licensed installers or contractors for the installation of manufactured homes, mobile homes, and existing or new accessory structures included in a sales agreement.
203 (2)	D-8B Broker of Manufactured Homes or Mobile Homes:
203 (2)(a)	Acts as an agent for the sale or exchange of used manufactured homes or mobile homes that may include existing or new accessory structures included in a sales agreement;
203 (2)(b)	Contracts with licensed installers or contractors for the installation of manufactured homes, mobile homes, and existing or new accessory structures included in a sales agreement.
203 (3)	D-10 Retailer of FBBs:
203 (3)(a)	Buys, sells, or exchanges new or used FBBs;
203 (3)(b)	Acts as an agent for the sale or exchange of new or used FBBs;
203 (3)(c)	Makes alterations to new FBBs before sale to a purchaser; or
203 (3) (d)	Contracts with licensed installers or a contractors holding an appropriate license issued by the Registrar of Contractors for the installation of FBBs including any existing or new accessory structures included in a sales agreement.
203 (4)	D-12 Master Retailer: Performs work within the scope of classes D-8, D-8B, and D-10.
204	Installers
204 (A)	Installers' license applications fall into one of the following license classes:
204 (A)(1)	I-10C General installer of manufactured homes, mobile homes, or residential FBBs;

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204 (A)(1)(a)	Installs manufactured homes, mobile homes, or residential FBBs on foundation systems;
204 (A)(1)(b)	Installs ground anchors and tie-downs for manufactured homes or mobile homes;
204 (A)(1)(c)	Connects water, sanitary waste, gas, and electrical systems of all amperages to the proper onsite utility terminals provided by others;
204 (A)(1)(d)	Installs HVAC and evaporative cooler systems, including electrical wiring, gas connections, and ductwork on manufactured homes, mobile homes, or residential FBBs. Provides roof jack to cooler ducts, installs exterior duct work, provides electrical service and controls to cooler from nearest supply source, provides water to the cooler from nearest fresh water source, and performs cooler repair work. An I-10C installer does not provide service, maintenance, repair, discharging, adding, or reclaiming refrigerants, or other work that requires certification;
204 (A)(1)(e)	Installs accessory structures attached to manufactured homes, mobile homes, or residential FBBs, including installation of prefabricated accessory structure units, on-site constructed accessory structures, concrete footings or slabs for accessory structures, and plumbing, electrical, and mechanical equipment;
204 (A)(1)(f)	Performs repair work, replaces or newly installs to existing mobile homes, manufactured homes, and residential FBBs items in subsections (A)(1)(a) through (e); and
204 (A)(1)(g)	May subcontract to a properly licensed entity for installation of a manufactured home, mobile home, or residential FBB or installation of an accessory structure in conjunction with installation of a home.
204 (A)(2)	I-10D Installer of accessory structures attached to manufactured homes, mobile homes, or residential FBBs including installation of prefabricated accessory structure units, on-site constructed accessory structures, concrete footings or slabs for accessory structures, and plumbing, electrical, and mechanical equipment. An I-10 Installer may subcontract, as needed, to a properly licensed installer or contractor for installation of any accessory-structure item under this subsection.
204 (A)(3)	I-10G Master Installer of manufactured homes, mobile homes, or residential FBBs is permitted to perform the work described under subsections (A)(1). Additionally, an I-10G Master installer is permitted to perform all activities listed in subsection (A)(1) on a commercial FBB. An I-10G Master installer does not provide service, maintenance, repair, discharging, adding, or reclaiming refrigerants, or any other work that requires certification.
204 (B)	Installer applicants. To be qualified for an installer I-10C, I-10D, or I-10G license, an applicant shall:
204 (B) (1)	Have a minimum of three years practical or field management experience in the specific type of installation, a related construction field, or the equivalent, for which the applicant is applying. At least two of the three years experience shall be within 10 years of the date of application. The applicant may substitute technical training in the specific type of installation, a related construction field, or the equivalent, from an accredited college or university or from a Department of Housing workshop for no more than one year of the three years' experience required in this subsection;
204 (B) (2)	Supply a written, notarized statement from each employer or other individual familiar with the applicant's employment or other work experience, which includes the name, address, and telephone number of the individual making the statement, the dates of the applicant's employment or other work experience, a description of the position held, and a signature indicating the signer vouches for the truthfulness of the statement as proof the applicant meets the experience requirement in subsection (B)(1); and
204 (B)(3)	Supply a certified copy of each official transcript or certificate, demonstrating successful completion of any technical training the applicant wishes the Department to consider as proof of meeting the experience requirement in subsection (B)(1).
301	Transaction Copies A retailer shall maintain a record of all transaction documents. In every transaction:
301 (1)	The retailer shall provide the purchaser with a copy of all completed and signed documents;

RULES as of September 30, 2021

301 (2)	If a purchaser is unrepresented, the listing retailer shall provide the purchaser with a copy of all completed and signed documents; and
301 (3)	If a transaction is co-brokered, the listing retailer shall provide a copy of the listing agreement to the selling retailer, and the selling retailer shall provide a copy of all completed and signed documents to the listing retailer.
302	Advertising
302 (A)	A retailer shall include the retailer's licensed business name in all advertising.
302 (B)	A retailer shall not advertise or market a used home for more than the listed price.
303	Brokered Transactions
303 (A)	A broker shall provide a copy of the agency disclosure to the party or parties the broker represents.
303 (B)	The seller's retailer shall place all earnest money deposits received in connection with the sales transaction in the retailer's trust or escrow account in accordance with A.R.S. § 41-4030 except as provided in the exception provision.
303 (C)	Upon consummation of a brokered transaction, the seller's broker shall provide the seller with a closing statement that includes an accounting of all expenses charged to the seller, all pro rations, and all credits.
303 (D)	In a co-brokered transaction, the seller shall pay the commission shown on the listing agreement as the total commission.
303 (E)	The seller's broker shall prepare an addendum to the listing agreement if any of the terms of the listing agreement change. The seller's signature is required for the addendum to be valid. The addendum to the listing agreement shall reflect the date that the seller signs the addendum to the listing agreement.
303 (F)	If the seller or broker elects to finance the unpaid balance reflected on the offer to purchase or purchase contract, the broker shall:
303 (F)(1)	Maintain evidence of the original portion of the purchase price being financed by the seller or broker, and
303 (F)(2)	Maintain evidence the title has been transferred into the name of the purchaser and the lienholder's position has been secured on the title.
401	Surety Bond Forms
401 (A)	Manufacturers, installers, and retailers (except those with a D-8B license classification), shall submit the applicable surety bond amount from the list in R4-34-403, with a form provided by the Office of Administration.
401 (B)	A rider to the bond is required for the following changes: 1. Location of the licensee's principal place of business, 2. Business name, 3. Branch address, 4. License classification, or 5. Bond amount.
402	Cash Deposits
402 (A)	Unless exempt under R4-34-401, an applicant or license posting cash in lieu of a commercial surety bond shall pay by:
402 (A)(1)	Cash. A cash deposit is not transferrable and shall be made in the name of the applicant or licensee as the name appears on the license application or issued license; or
402 (A)(2)	Certified or cashier's check or bank or postal money order made payable to the Arizona State Treasurer.
402 (B)	Upon receipt of an order from a court of competent jurisdiction directing payment of funds on deposit, the Director shall make payment as directed and suspend the license under § 41-4029. To reinstate the license, the licensee shall return the cash deposit to the required balance or file a commercial surety bond for the full amount, and pay all applicable reinstatement fees.

RULES as of September 30, 2021

402 (C)	A cash deposit may be withdrawn by the applicant, licensee, or someone having authority to act on behalf of the applicant or licensee, under the following circumstances:																				
402 (c)(1)	The license is not issued to the applicant;																				
402 (c)(2)	The license has been terminated, expired, revoked, or voluntary cancelled for at least two years, and there are no outstanding claims; and																				
402 (c)(3)	Two years after the licensee files a commercial surety bond that replaces the cash deposit if there are no outstanding claims.																				
403	License Bond Amounts																				
403 (A)	<p>An applicant shall submit the license bond amount listed for each license class.</p> <table border="1"> <thead> <tr> <th>License Class</th> <th>Bond Amount</th> </tr> </thead> <tbody> <tr> <td>M-9A</td> <td>\$10,000.00</td> </tr> <tr> <td>M-9C</td> <td>\$65,000.00</td> </tr> <tr> <td>M-9E</td> <td>\$100,000.00</td> </tr> <tr> <td>D-8</td> <td>\$25,000.00</td> </tr> <tr> <td>D-10</td> <td>\$25,000.00</td> </tr> <tr> <td>D-12</td> <td>\$25,000.00</td> </tr> <tr> <td>I-10C</td> <td>\$2,500.00</td> </tr> <tr> <td>I-10D</td> <td>\$1,000.00</td> </tr> <tr> <td>I-10G</td> <td>\$5,000.00</td> </tr> </tbody> </table>	License Class	Bond Amount	M-9A	\$10,000.00	M-9C	\$65,000.00	M-9E	\$100,000.00	D-8	\$25,000.00	D-10	\$25,000.00	D-12	\$25,000.00	I-10C	\$2,500.00	I-10D	\$1,000.00	I-10G	\$5,000.00
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403 (B)	The Board shall not renew a license unless and until the licensee's surety bond is in full force and effect or the full cash deposit is made or in place.																				
501	General																				
501 (A)	The Board shall establish a fee schedule before May 15 for the upcoming fiscal year.																				
501 (B)	The Director shall notify all licensees of the established fee schedule before June 1 of each year and post the fee schedule on the Department's website.																				
501 (C)	<p>Licensees shall pay fees for the following services:</p> <ol style="list-style-type: none"> 1. Manufacturer license, 2. Retailer license, 3. Installer license, 4. Salesperson license, 5. Inspection and technical service, 6. Plans and supplements, 7. Installation permits and insignias, and 8. Administrative functions. 																				

RULES as of September 30, 2021

606 (B)(4)	The electrical system is tested for continuity to ensure that metallic parts are properly bonded, tested for operation to demonstrate all equipment is connected and in working order, and given a polarity check to determine connections are proper. The electrical system shall have proper overcurrent protection for the required amperage load. If aluminum conductors are used, all receptacles and switches rated at 20 amperes or less and directly connected to the aluminum conductors shall be marked CO/ALR. Conductors of dissimilar metals (Copper/Aluminum/or Copper Clad Aluminum) shall be connected in accordance with the National Electrical Code incorporated in R4-36-102. Ground Fault Circuit Interrupter protection shall be provided in compliance with the National Electrical Code incorporated in R4-36-102; and
606 (B)(5)	Gas piping shall be tested with methods incorporated at R4-36-102. All gas furnaces and water heaters shall be installed in compliance with materials incorporated at R4-36-102. If a rehabilitated mobile home is to be relocated following rehabilitation, the gas tests required under this subsection may be performed and inspected at the time of installation at the new location.
606 (C)	The rehabilitated mobile home shall be inspected by the Department to ascertain compliance with subsection (B).
606 (D)	The Department shall issue a certification of compliance for each rehabilitated mobile home in compliance with subsection (B), and affix an insignia of approval to the exterior wall nearest the point of entrance of the electrical service.
606 (E)	If the Department determines a rehabilitated mobile home does not comply with subsection (B), the Department shall serve a correction notice and require the person served to make corrections within the time specified in the notice. The Department shall determine the time for correction based on the severity of the hazard or violation and the time reasonably needed to make the correction. The Department shall allow at least 30 days for correction unless an imminent safety hazard is found or the correction has been unreasonably delayed, in which case, the Department shall serve an Order to Vacate to the person occupying the rehabilitated mobile home.
606 (F)	The Department shall serve an Order to Vacate on a person occupying a non-rehabilitated mobile home within five days after an inspection of the non-rehabilitated mobile home finds an imminent safety hazard.
607	Manufacturing Inspection and Certification
607 (A)	The Department shall conduct manufactured home plant certification under R4-34-102.
607 (B)	Before issuing-Certificates, the Department shall certify that a manufacturing facility of FBBs is capable of manufacturing the FBBs to the specifications in the approved drawings and procedures in the approved compliance assurance manual required under R4-34-702.
607 (C)	A manufacturer of FBBs and reconstructed FBBs shall certify compliance with approved plans by affixing a Modular Manufacturer Certificate or Reconstruction Certificate, as appropriate, to each FBB before delivery to a retailer.
607(D)	Records and reporting: By the 15th of each month:
607 (D)(1)	A manufacturer of manufactured homes shall establish and maintain records and submit to the Department reports required under applicable HUD requirements; and
607 (D)(2)	An FBB manufacturer shall report to the Department affixing Arizona Modular and Reconstruction Certificates during the previous month.
607 (E)	The Department may decertify a manufacturing facility if:
607 (E)(1)	A serious defect exists in more than one FBB;
607 (E)(2)	An inspector identifies three or more failures to comply with specifications in the approved plans, standards, or compliance assurance manual;
607 (E)(3)	An in-state licensee fails to produce approved units for more than six consecutive months; or
607 (E)(4)	An out-of-state licensee fails to file quarterly inspection reports for six consecutive months.

RULES as of September 30, 2021

607 (F)	Before resuming production, a decertified manufacturing facility shall be recertified by the Department. When the manufacturer successfully completes the recertification process, the Department shall issue Certificates or Labels to the manufacturer.
607 (G)	The Department may conduct regular inspections of retailer lots to ensure compliance with approved plans, standards, and A.R.S. §41-4048.
701	General
701 (A)	Before construction of an FBB, a manufacturer shall submit to the office:
701 (A)(1)	The compliance assurance manual required by R4-34-702, and
701 (A)(2)	The drawings and specifications required by R4-34-703.
701 (B)	Before performing one of the following, a person shall obtain plan approval: <ol style="list-style-type: none"> 1. Under R4-34-704 (A) for an alteration, 2. Under R4-34-704 (B) for a reconstruction, 3. Under R4-34-705 to install an attached accessory structure, and 4. Under R4-34-706 to install an FBB.
701 (C)	Within 20 business days after receiving a plan submitted under subsection (B), the Department shall perform an administrative review of the plan submittal and if incomplete, require the licensee to provide a complete plan submittal. Within 20 business days after receiving a complete plan submittal, the Department shall approve or disapprove the plan submittal.
701 (D)	A person that submits a plan under subsection (B) shall ensure the plan conforms to the following standards: <ol style="list-style-type: none"> 1. Each page is at least 8 1/2 x 11 inches and printed to the scale referenced on the drawing(s); 2. The font is at least eight point; 3. The cover page includes an index and provides a 3 x 5 inch blank space near the title block; 4. The plan and all details and calculations are sealed by an Arizona registered engineer; and 5. The plan is consistent with all applicable standards reference at R4-34-102.
702	Compliance Assurance Manuals A manufacturer of FBBs shall prepare a compliance assurance manual that has all of the following:
702 (1)	An 8 1/2 x 11 inch format with page numbers and revision traceability;
702 (2)	The manufacturer's name and address of the factory to which the manual applies;
702 (3)	A table of contents that identifies key elements in the quality and compliance control process;
702 (4)	An organizational chart that shows titles and functions of all positions responsible for any aspect of quality and compliance control;
702 (5)	A description of the design-document control process and procedures for ensuring the current approved design package or building plans are available to production, quality, and compliance personnel;
702 (6)	A description of procedures for handling materials, including treatment and disposal of rejected materials, in compliance with standards;
702 (7)	A description of the FBB-identification system including a unique identifier, such as a serial or identification number, that is permanently affixed to each module or panel of the FBB at the beginning of manufacturing and where the unique identifier is located on the FBB;
702 (8)	A drawing showing the layout of the factory and location of the work area for each step in the manufacturing sequence with a description of the scope of work performed at each work area, including off-line processes;
702 (9)	An inspection checklist, keyed to the drawing required in subsection (8), that identifies the inspections and tests to be performed at each step in the manufacturing sequence and title of the position responsible for ensuring inspections and tests are performed;

RULES as of September 30, 2021

702 (10)	A list that includes step-by-step procedures for ensuring all required tests are performed, the equipment needed to perform each test, and procedures for maintaining test equipment;
702 (11)	A description of procedures for maintaining control of certificates, installing certificates of FBBs, and making the monthly report of certificates and title of the position responsible for ensuring these tasks are performed;
702 (12)	A description of the procedures for storing completed FBBs at the facility including the manner in which stored FBBs are protected from the elements and other sources of potential damage; and
702 (13)	A description of procedures for ensuring building documents are retained and title of the position responsible for ensuring document retention.
703	Drawings and Specifications A manufacturer of FBBs shall submit to the Department plans that comply with the applicable standards in R4-34-102. The manufacturer shall ensure the plans provide or have the following information or format attributes:
703 (1)	Dimensioned drawings and details identifying process descriptions, component specification lists, shop drawings, and other documents that specify and identify each component, process, assembly operation, and manufacturing step. Include electrical, plumbing, gas and HVAC systems;
703 (2)	A traceable identification for each closed panel component listed;
703 (3)	Design analysis calculations for all loads and systems;
703 (4)	The location and process for stamping the permanent serial or identification number on the FBB;
703 (5)	The location of the Modular Manufacturer Certificate; and
703 (6)	Dimensional plans and details identifying all components and construction to be field installed.
704	Reconstruction Plans
704 (A)	A manufacturer shall comply with the standards in R4-34-102 when preparing a reconstruction plan.
704(B)	A manufacturer preparing a reconstruction plan shall ensure the plan contains the following: 1. A depiction of the configuration before reconstruction; 2. The serial or identification number of the unit; 3. Dimensioned drawings and details identifying all components and specification lists affected by the reconstruction. Electrical, plumbing, gas and HVAC systems, as applicable, shall be addressed; and 4. Design-analysis calculations for all loads and systems affected by the reconstruction.
704(C)	A manufacturer shall include with a reconstruction plan a certification statement regarding existing components, construction, and systems indicating they are structurally sound, functional, and do not pose a life safety threat.
705	Accessory Structures
705 (A)	For manufactured homes, mobile homes, and FBBs, a properly licensed entity or person shall comply with R4-34-102 and applicable HUD requirements when preparing attached accessory structure plans. The plans shall include the following: 1. Dimensioned drawings and details identifying all applicable components and specification lists. Electrical, plumbing, gas and HVAC systems, as applicable, shall be addressed; 2. Design-analysis calculations for all loads and systems; and 3. Method of attachment to the manufactured home, mobile home, or FBB.

RULES as of September 30, 2021

705(B)	The Department may approve a design that does not comply with subsection (A) based on a demonstration by an Arizona registered engineer that the design meets standards at least equivalent to those in subsection (A).
705(C)	A properly licensed entity or person shall submit plans, which are sealed by an Arizona registered engineer, for all attached accessory structures except skirting systems that have manufacturer installation instructions and HVAC systems.
706	FBB Installation A properly licensed entity or person shall include the following in installation plans submitted to the Department:
706 (1)	A site plan that includes the location of the building and all utility lines;
706 (2)	A foundation plan that includes:
706(2)(a)	A description of the soil class and the soil bearing pressure;
706(2)(b)	A description of footings and other foundation supports designed to meet the minimum bearing pressure at the depth required;
706(2)(c)	A complete set of drawings indicating dimensions and details of the foundation footing and anchoring; and a complete list of materials with cross-identification of how materials will be used, in the appropriate view; and
706(2)(d)	Calculations, prepared by an Arizona registered engineer, for all load conditions including wind loads for horizontal loads, uplift loads, and overturning; and horizontal and torsional earthquake effects on foundations.
706 (3)	Electrical drawings, including the isometric one-line diagram required by R4-34-102, that contain the following information:
706 (3)(a)	Size and type of conductors, conduit materials for feeder wires, length of feeders, and all amperage;
706 (3)(b)	Dimensions of gutterways and raceways;
706 (3)(c)	Complete details of panelboards, switchboards, distribution centers with calculated loads, and fault current calculations; and
706 (3)(d)	All grounding and bonding connections.
706 (4)	Plumbing drawings, including one-line diagrams required by R4-34-102 that contain the following information:
706 (4)(a)	Location of sewer tap, water meter, and gas meter;
706 (4)(b)	Size, length, and all materials for sewer, water, and gas lines;
706 (4)(c)	Location of all cleanouts and grade of sewer line;
706 (4)(d)	Fixture unit calculations for plumbing and gas fixtures;
706 (5)	Fastening and closure details for connection of multiple modules or panels.
706 (6)	Dimensional plans and details for all components and construction to be field installed.
707	Designated Flood Prone Area Installation Before installing a manufactured home, mobile home, or FBB in a designated flood-prone area, an installer shall submit and obtain Department approval of an installation plan that includes the following:
707(1)	A site plan showing the location of the manufactured home, mobile home, or FBB;
707(2)	A copy of the designated flood-use permit or flood design conditions issued by the local enforcement agency showing the flood zone type and regulatory and base flood elevations;
707(3)	A site-specific foundation plan that is prepared by an Arizona registered engineer and includes:
707(3)(a)	A complete set of drawings indicating dimensions and details of the foundation system and anchoring to prevent floatation, collapse, or lateral movement of the structure;
707(3)(b)	A complete list of materials cross identified to the drawings in subsection (3)(a) showing how the materials will be used;

RULES as of September 30, 2021

707(3)(c)	An indication of how to place the structure to ensure the bottom frame of the structure is at or above the regulatory flood elevation;
707(3)(d)	An indication of where to place external utilities and equipment to ensure they are at or above the regulatory flood elevation;
707(3)(e)	If a structure has an enclosed foundation, an indication of where to place flood vents or other openings; and
707(3)(f)	All calculations used to determine all load conditions; and
707(4)	Written approval of the information in subsections (1) through (3) from the local flood-district administrator having authority.
801	Permits
801 (A)	A properly licensed entity or person shall obtain a permit for the installation of a manufactured home, mobile home, FBB, or attached accessory structure, or rehabilitation of a mobile home.
801 (B)	The Department shall issue or deny a permit within seven business days after the application is received. If a permit is denied, corrections to application shall be submitted to the Department within 20 business days after the denial.
801 (C)	A properly licensed entity or person shall obtain all required permits such as zoning, flood plain, and installation, from the Department or local jurisdiction before beginning any site work except the site assessment required by R4-34-802 (E). All permits shall be posted in a conspicuous location onsite. The properly licensed entity who contracts to perform the installation and a licensed installer who subcontracts to perform the installation shall verify that all required permits have been obtained from the Department and local jurisdiction before beginning the installation.
801 (D)	A local jurisdiction that has entered into agreement with the Department may issue installation permits and conduct inspections.
801 (E)	The Department or a local jurisdiction participating in the installation inspection program shall charge the permit fee expressly authorized under A.R.S. § 41-4010 (A)(4). The fee charged by the local jurisdiction shall not exceed the amount established by the Board.
801 (F)	Every permit, except a special-use permit, expires six months after the permit is issued. The Department may extend the permit for good cause if a written request is made to the Department before the permit expires and the fee established by the Board under to A.R.S. § 41-4010 (A)(4) is paid again.
801 (G)	A licensee or consumer shall obtain a certificate of occupancy from the Department before occupying a manufactured home, mobile home, or FBB.
801 (H)	The permit holder, owner, contractor, or designated responsible party identified on the permit shall request all required inspections.
801 (I)	At the time of a scheduled inspection, the permit holder, owner, contractor, or designated responsible party identified on the permit shall ensure all work to be inspected is accessible (opened) and no work is performed beyond the point indicated for each successive inspection without first obtaining approval from the Department.
801 (J)	The permit holder, owner, contractor, or designated responsible party identified on the permit shall ensure approved plans and all applicable manuals are available onsite.
801 (K)	A special-use permit for an FBB used for an event of 45 days or less shall be obtained from the Department. The special-use permit expires 45 days from the date of issuance. The holder of a special-use permit shall remove the FBB from the site when the permit expires.
802	General Installation
802 (A)	A properly licensed entity shall complete and affix an Arizona Installation Certificate to a manufactured home, mobile home, or FBB at the end of the unit opposite the hitch and adjacent to the manufacturer certificate or HUD label. The properly licensed entity shall affix the Arizona Installation Certificate before calling the Department for an inspection.
802 (B)	A properly licensed entity shall make a report by the 15th of each month regarding compliance with subsection (A).

RULES as of September 30, 2021

802 (C)	Before beginning an installation, a properly licensed entity shall check with the local jurisdiction regarding frost-line requirements governing permanent foundations or utilities.
802 (D)	A properly licensed entity shall install all new manufactured homes, used manufactured homes, and mobile homes according to the materials referenced in R4-34-102, HUD requirements, and manufacturer requirements.
802 (E)	Before installing a unit, a properly licensed entity shall perform or contract with a qualified party to assess the site and soil, ensure required permits are obtained, and make site preparations necessary to ensure the site is compatible with the manufactured home, mobile home, or FBB to be installed. The entity that actually prepares the site has primary responsibility for the work performed. The entity that contracts to have the site assessment and preparation done, if different, has secondary responsibility for the work performed.
802 (F)	Installation of a manufactured home, mobile home, or FBB shall be performed only by a properly licensed entity.
805	Accessory Structures An installer or contractor shall install, assemble, or construct each accessory structure in compliance with applicable standards referenced in R4-34-102, HUD requirements, and manufacturer requirements.
1001	Rehearing or Review
1001 (A)	A party may amend a motion for rehearing or review filed under A.R.S. § 41-4038 at any time before it is ruled on by the Director. The opposing party may file a response within 15 days after the date the motion or amended motion is filed. The Director may require the parties to file written briefs explaining the issues raised in the motion and provide for oral argument.
1001 (B)	The Director may affirm or modify the decision or grant a rehearing to all or any of the parties on all or part of the issues for any of the reasons in A.R.S. § 41-4038 (D). An order modifying the decision or granting a rehearing shall specify with particularity the grounds on which the modification or rehearing is granted, and any rehearing shall cover only those matters.
1001 (C)	When a petition for rehearing or review is based upon affidavits, the affidavits shall be served with the motion. An opposing party or the Attorney General may, within 10 days after service, serve opposing affidavits.
1001 (D)	Not later than 15 days after the date of the decision, the Director may grant a rehearing or review on the Director's own initiative for any reason for which the Director might have granted relief on the petition of a party. The Director may grant a motion for rehearing or review, timely served, for a reason not stated in the motion.

FEE SCHEDULE





**STATE OF ARIZONA
DEPARTMENT OF HOUSING**

1110 WEST WASHINGTON, SUITE 280
PHOENIX, ARIZONA 85007

PHONE: 602771-1000 FAX: 602-771-1002
WWW.AZHOUSING.GOV

FEE SCHEDULE FOR 2022 FISCAL YEAR

FEES ARE EFFECTIVE JULY 1, 2021 through JUNE 30, 2022

Fees charged by the Department are not included in Rule and are exempt from the State Rule procedures (Arizona Revised Statutes § 41-4010(C)).

LICENSING FEES				
	Class	Class Description	New License	Renewal License
MANUFACTURER	M-9A	Factory-built-buildings (FBB) and subassemblies	\$ 864.00	\$ 432.00
	M-9C	Manufactured (MFG) Homes	\$ 864.00	\$ 432.00
	M-9E	Master, includes M-9A and M-9C	\$ 1,358.00	\$ 679.00
RETAILER/ DEALER/ BROKER	D-8	Retailer Mobile/MFG Homes	\$ 566.00	\$ 283.00
	D-8B	Broker Mobile/MFG Homes	\$ 432.00	\$ 216.00
	D-10	Retailer FBB or FBB Subassemblies	\$ 566.00	\$ 283.00
	D-12	Master, includes D-8, D-8B, and D-10	\$ 864.00	\$ 432.00
INSTALLERS	I-10C	General Installer	\$ 432.00	\$ 216.00
	I-10D	Installer of Attached Accessory Structures	\$ 432.00	\$ 216.00
	I-10G	Master, includes I-10C and I-10D	\$ 741.00	\$ 370.00
SALESPERSON	NA	Employee of a licensed Retailer/Dealer/Broker	\$ 206.00	\$ 103.00

PLAN FEES	
DESCRIPTION	FEE
Application Submittal and Plan Review	\$ 175.00 Includes up to 1 hour of plan review time
Plan Review	\$ 125.00 hour Each additional hour

MOBILE HOME LANDLORD TENANT PETITION	
DESCRIPTION	FEE
Complaint A landlord or a tenant of a Mobile Home Park may file a complaint administratively through the Department to obtain a hearing at the Office of Administrative Hearings on alleged violations of the Arizona Mobile Home Landlord and Tenant Act.	\$ 50.00

INSTALLATION TRAINING	
DESCRIPTION	FEE
Installation Training OMH Installer and Registrar of Contractor: Qualifying Party or Corporate Officer	\$ 100.00

PERMIT FEES		
DESCRIPTION	STATE ISSUED PERMIT FEE	IGA FEE
Mobile/MFG Home	\$ 360.00 each <i>Includes 3 Inspections</i>	Up to \$ 360.00 each
FBB – residential	\$ 450.00 per story <i>Includes 3 Inspections</i>	\$ 450.00 per story
FBB – commercial	\$ 4.50/LF per story <i>Includes 3 Inspections</i>	\$ 4.50/LF per story
FBB – classroom	\$ 2.25/LF per story <i>Includes 3 Inspections</i>	\$ 4.50/LF per story
6 Month Extension on Permit (MFG and FBB)	\$ 82.00 each	
FBB Special Event	\$ 120.00 each	
Rehabilitation – Mobile Home	\$ 49.00 if income below Area Median Income (AMI); \$306.00 if income at or above AMI <i>Includes 2 Inspections</i>	

INSPECTION FEES	
DESCRIPTION	FEE
MFG facility	\$ 85.00 per HUD Label
Installation re-Inspection or additional not covered by permit (MFG, FBB, Rehabilitation, and Special Event)	\$ 120.00 each
Other MFG facility	\$ 85.00 per hour
No Cancel by 7:30 a.m. of scheduled inspection	\$ 120.00 each

CERTIFICATE (INSIGNIA) FEES	
DESCRIPTION	FEE
Installation Certificate	\$ 10.00 each
Modular Manufacturer Certificate	\$ 51.00 each
Reconstruction Certificate	\$ 51.00 each

ADMINISTRATIVE FUNCTION FEES	
DESCRIPTION	FEE
Change on installation permit	\$ 10.00 per item
Change name of license	\$ 10.00 each
Change license location	\$ 10.00 each
Change license telephone number	\$ 10.00 each
Add or delete branch location	\$ 10.00 each
Reinstate bond	\$ 10.00 each
Change status of license to inactive	\$ 10.00 each
Process returned check	\$ 50.00 each
All refunds are subject to a fee of	\$ 59.00 each
Copies	\$.50 each

2022
BOARD MEETING
SCHEDULE



2022 MH BOARD MEETING SCHEDULE



**All meetings are tentatively
scheduled the 3rd Wednesday of
each calendar quarter, beginning at
1:00 p.m.**

***Date and time is subject to change
at the discretion of the Chairman
of the Board.***

- ***January 19, 2022***
- ***April 20, 2022***
- ***July 20, 2022***
- ***October 19, 2022***