



**STATE OF ARIZONA  
DEPARTMENT OF HOUSING  
1110 WEST WASHINGTON, SUITE 280**

**PHOENIX, ARIZONA 85007**

**(602) 771-1000 WWW.AZHOUSING.GOV**

**Instructions for completing the Plan Review and Approval Application**

**Installer, General Contractor, Other:**

**Accessory Structure** – plans and calculations submitted by contractors for structures attached as accessory to a manufactured home, mobile home, or factory built building (residential or commercial). Refer to Accessory Structure Checklist for information to be included in plan submittal.

**Flood Plain** – plans and calculations submitted for a manufactured home or factory built building to be installed in a designated flood prone area. Refer to Floodplain Checklist for information to be included in plan submittal.

**Factory Built Building Installation** – plans and calculations submitted for the installation of a factory built building. Indicate occupancy classification, box size of proposed structure, utilities that will be connected on site, and the AZ issued insignia/compliance certificate number(s) placed on the unit by the manufacturer. Refer to FBB Install Checklist for information to be included in plan submittal.

**Supplement Plan** - documents/details/calculations noting modifications to a plan previously issued an approval. Include the original approval number issued that is being supplemented.

**Manufacturers Only:**

**Factory Built Building** – plans and calculations submitted by a manufacturer licensed by the Department of Housing for the construction of a factory built building. Refer to Checklist for FBB Plans regarding information to be included in plan submittal.

**Factory Built Building Reconstruction** - plans and calculations submitted by a manufacturer licensed by the Department of Housing for the reconstruction of a manufactured home or factory built building.

**Compliance Control Manual** – documents submitted by a manufacturer licensed by the Department of Housing that details the factory operations and measures to insure quality control. Refer to Arizona Rule R4-34-702 for information to be included in submittal.

**Design Structural Package** – plans/details/calculations submitted by a manufacturer licensed by the Department of Housing that outlines standard design construction practices of said manufacturer.

**Supplement Plan** - documents/details/calculations noting modifications to a plan previously issued an approval. Include the original approval number issued that is being supplemented.

**Factory Built Building Package** – plans and calculations submitted by a manufacturer licensed by the Department of Housing for the construction and installation of a factory built building.

**Expedited Plan Review** – insures plan review will occur within (7) business days from date of receipt of submittal. This service is offered when plan review consistently exceeds (10) business days from date of receipt. Refer to FAQ Expedited Plan Review and Expedited Plan Review Notice for additional criteria when electing this service.

**Applicant's Name**– provide information as noted.

**Installation Site Address** – site address of the intended structure. Exceptions: Compliance Control Manuals, Design Structural Packages, and Typical plans. If plans, documents, and/or calculations being submitted pertain to one of the exceptions, clearly identify as such.

Notes:

1. Include a self addressed stamped envelope or other means of return delivery if applicant is unable to retrieve approved plans from the office.
2. Submit a minimum of (2) copies of the application, documents, and plans for review.
3. Permits for installation require a separate application and fee. Refer to the website for information.

