STATE OF ARIZONA
DEPARTMENT OF HOUSING
1110 WEST WASHINGTON, SUITE 280
PHOENIX, ARIZONA 85007

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WWW.AZHOUSING.GOV

Instructions for Completing the Plan Review and Approval Application

Identify the type of plan review requested. Below is a brief summary of the types of plan reviews available

Installer, General Contractor, Other:

Accessory Structure – plans and calculations submitted 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. Includes foundation systems that vary from the manufacturer's recommended system.

Flood Plan – 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 the Compliance Manual Criteria 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.

Applicant Information:

Applicant's Name– provide information as noted.

Contact Name & E-Mail address – Required for communication from the Department

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 package 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