



**STATE OF ARIZONA
DEPARTMENT OF HOUSING**

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Instructions for Completing the Plan Review Application

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

Installer, Other*: This type of review is for the installation of a unit, or accessory structure

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 the Accessory Structure Checklist for information to be included in the plan submittal. The submittal type includes foundation systems that vary from the manufacturer's recommended system.

Flood Plan – plans and calculations submitted for a manufactured home or mobile home to be installed in a designated flood prone area. Refer to the Flood Zone Installation Checklist for information to be included in the plan submittal. If the unit is a commercial or residential factory built building, refer to the Installation Plan Submittal checklist for additional information to be provided.

Factory Built Building Installation – plans and calculations submitted for the installation of a factory built building (commercial or residential modular home). Indicate occupancy classification, box size of proposed structure, utilities to be connected on site, and the AZ issued insignia/compliance certificate number(s) placed on the unit by the manufacturer. Refer to Installation Plan Checklist for information to be included in plan submittal. If the unit is in a designated flood prone area, refer to the Flood Plan checklist for additional information to be provided.

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: This type of review is for ADOH licensed manufacturers only

A manufacturer's license issued by the Department is required to construct factory built buildings for use in the State of Arizona. A licensed dealer is also required to conduct the sale of the unit for use in the State of Arizona. License information for the manufacturer and dealer are to be noted on the application.

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 Factory Built Building Plans regarding information to be included in the 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 Checklist for information to be included in the 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 – Note the name of the person to whom correspondence will be sent for notifications, and the 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.

***ADOH LICENSE REQUIRED FOR INSTALLATION** – Only an ADOH licensee may contract, or contract with an appropriate licensee, to perform the installation of the proposed unit. Applicable for foundation systems of manufactured homes, mobile homes, and installation plan submittals.

Notes:

1. New submissions are to be uploaded to the e-Licensing Solutions portal. A copy of the application, documents, and plans for review are to be in pdf format (unlocked). Digitally signed documents are not accepted.
2. Supplements to previously approved plans that have not been processed in the e-Licensing Solutions portal are to utilize the Sharefile portal.
3. Permits for installation require a separate application and fee. Refer to the ADOH website for installation permit information.