



Arizona
Department
of Housing

1110 WEST WASHINGTON, SUITE 280
PHOENIX, ARIZONA 85007
PHONE: 602-771-1000
WWW.AZHOUSING.GOV

**CHECKLIST FOR RECONSTRUCTION OF FACTORY BUILT BUILDING
PLAN SUBMITTAL**

Manufacturer: _____ License No.: _____
New Model/Serial No.: _____ Box Size: _____

| Item No. | Plan Review Submittal | Check Item |
|----------|---|------------|
| 1 | Plan review application completed, and plan review fee included | |
| 2 | All plans, details, and calculations stamped by an engineer registered by the state of Arizona | |
| 3 | Minimum one original and one copy each of all documents included | |
| 4 | Self-addressed stamped package included for return delivery of plan documents, or other means of return delivery included if unable to retrieve plans/documents from office | |
| 5 | A certification statement regarding existing components, construction, and systems indicating they are structurally sound, functional, and do not pose a life safety threat. | |
| 6 | Submittal includes depiction of the building configuration before reconstruction | |
| 7 | Dimensioned drawings and details identifying all components and specification lists affected by the reconstruction. See below for comprehensive list of items to be included as applicable. | |

| DESCRIPTION | Page No. / Per Code (PC) / NA |
|--|-------------------------------|
| GENERAL (cover sheet) | |
| Table of Contents | |
| Each plan sheet is numbered and/or indexed | |
| Code References and year for new components and construction (refer to ADOH website for list of codes and standards) | |
| Construction type listed | |
| Occupancy classification & occupant load (based on use) | |
| Fire resistance ratings (if required) | |
| Floor and Roof Live load/Dead load | |
| Snow load (if applicable) | |
| Wind velocity, Seismic, Thermal zones noted | |
| Sprinkler & alarm notations (deferred submittal) | |
| Building height (roof mean) | |
| Other: | |
| FLOOR PLANS | |
| Interior and exterior wall layouts | |
| Area square footages noted | |
| Door schedule (sizes, quantities, hardware) | |
| Window schedule (glazing, finishes, U-factors); Safety glazing | |
| Light and Ventilation requirements | |
| Attic access (size and location) | |
| Non-prescriptive headers | |

| | |
|---|--|
| Fire rating of walls (if applicable); approved assemblies noted | |
| Manufacturer Reconstruction Compliance Certificate location noted | |
| Other: | |
| EXTERIOR ELEVATIONS | |
| Exterior materials noted | |
| Attic ventilation requirements | |
| Building height from grade | |
| Other: | |
| PLUMBING | |
| All fixtures furnished by mfg. shown on plans | |
| Provisions for future fixtures shown on plans | |
| Water and sewer fixture count calculations | |
| Materials and descriptions of fixtures provided for water supply & distribution, DWV, connection fixtures, storm drainage | |
| Supply pressure utilized for design | |
| Supply and waste riser drawings, including DWV system (generic) beneath building | |
| Water Heater (type & capacity) | |
| Sizes of pipe, water inlet, DWV main drain | |
| Other: | |
| GAS SYSTEM | |
| Installed equipment capacity in BTU's, gas type | |
| Gas system schematic | |
| Materials, sizes | |
| Fixture unit calculations | |
| Other: | |
| MECHANICAL | |
| Installed unit capacity, specifications | |
| Supply and return grills (locations and sizes) | |
| Ductwork & flex sizes noted, specifications | |
| Appliances furnished by mfg. shown on plans | |
| Provisions for future equipment shown on plans | |
| Exhaust provisions (cfm) | |
| Other: | |
| ELECTRICAL | |
| Location of all electrical boxes | |
| Electrical panel location, main disconnect (if applicable) | |
| Interior & Exterior lighting and receptacles | |
| Switching controls, light reduction controls per IECC | |
| Smoke detector location(s) | |
| Electrical load calculations | |
| Electrical panel layout (amperage capacity, breaker and wire sizes, circuit schedule, AIC rating) | |
| Raceway conductor material | |
| All fixtures furnished by mfg. shown on plans | |
| Provisions for future fixtures shown on plans | |
| Equipment receptacle(s) and disconnects (if applicable) | |
| Other: | |
| Other: | |
| ACCESSIBILITY (other than 1 & 2 family dwellings) | |
| Entrances and means of egress | |
| Doors, doorways, and door hardware | |
| Stairs and handrails | |

| | |
|---|--|
| Toilet rooms, plumbing fixtures, grab bars, etc | |
| Clear floor space(s) for accessibility shown on plans | |
| Other: | |
| FLOOR X-SECTION | |
| Joists, beams, sizes and spacing | |
| Materials, species and grade | |
| Sheathing, decking, and concrete as applicable | |
| Insulation | |
| Details as required for clarification | |
| Steel frame details | |
| Other: | |
| WALL X-SECTION | |
| Studs, columns, sizes and spacing | |
| Materials, species and grade | |
| Sheathing and bracing, shearwall designs | |
| Headers, trimmers, king studs, and lintels | |
| Finishes (interior & exterior) | |
| Rated assemblies (Fire & STC) | |
| Insulation | |
| Details as required for clarification, walls to floor connections | |
| Other: | |
| CEILING / ROOF X-SECTION | |
| Rafters, beams, trusses, sizing and spacing, roof slope | |
| Lumber species and grade | |
| Sheathing and decking | |
| Roof covering, ceiling finishes | |
| Insulation | |
| Detail as required for clarification, roof to wall connections | |
| Rated assemblies | |
| Roof drainage, primary, overflow (if applicable) | |
| Other: | |
| ENERGY COMPLIANCE (COMcheck/REScheck...) | |
| Building Envelope | |
| Lighting (interior/exterior) | |
| Mechanical & Water Heater | |
| SET-UP INSTRUCTIONS | |
| Floor, ceiling, roof, and marriage wall connections | |
| Plumbing, mechanical, & electrical connections | |
| Fire stopping | |
| Field installed components identified and detailed | |
| Other: | |
| Structural Calculations | |
| Gravity load, uplift load, Lateral force | |
| Overturning and uplift | |
| Shearwall and diaphragm | |
| Seismic load | |
| Other: | |

Notice:
Review of the submittal documents does not authorize or approve any omissions or deviations from the applicable codes and standards adopted by the Department of Housing. It is the sole responsibility of the applicant, designers, registrants, and licensees to comply with all applicable codes and standards adopted by the Department of Housing, Manufactured Housing and Building Division.