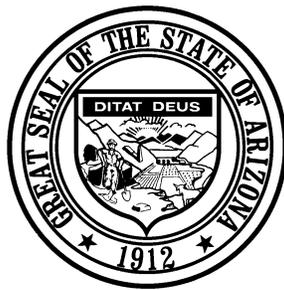


# **BOARD OF MANUFACTURED HOUSING**

**August 26, 2015**



**Arizona Department of  
Fire, Building and Life Safety**

# AGENDA



**AMENDED A G E N D A**  
**BOARD OF MANUFACTURED HOUSING**  
**Department of Fire, Building and Life Safety**

Date: **Wednesday, August 26, 2015; 1:00 P.M.**  
Department of Fire, Building and Life Safety  
1110 West Washington, **Room 3100B (3<sup>rd</sup> Floor)** Phoenix, AZ 85007

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 at the Board's office, at 1110 West Washington, Room 3100B (3<sup>rd</sup> Floor), Phoenix, Arizona. 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).

Those wishing to address the Board need not request permission in advance; however, the Board suggests that no more than three (3) people address the Board during the "Call to the Public" on any one issue. Pursuant to A.R.S. § 38-431.02(H), the Board can only take action on matters listed on the agenda. If appropriate, actions on public comment matters that are not listed on the agenda will be limited to directing staff to study the matter or schedule the matter for further discussion at a later date.

The agenda is subject to change up to 24 hours prior to the meeting. Please call **602-364-1433** or email [Ayde.Sanchez@dfbls.az.gov](mailto:Ayde.Sanchez@dfbls.az.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@dfbls.az.gov](mailto:Ayde.Sanchez@dfbls.az.gov). Requests should be made as early as possible to allow time to arrange the accommodation.

**1:00 P.M.**

- I. Call to Order (Chairman)
- II. Roll Call (Secretary)
- III. Review and Action on Court Reporter Transcript and Abbreviated Minutes of April 22, 2015, meeting
- IV. Departmental Information – discussion only; no Board action required – *Standing Item*
  - a. Inter Government Agreement Audit Report  
(Additional discussion topics may include: personnel updates, procedural changes, action items from previous Board Meetings, and/or industry news)
- V. Financial Report – review, discussion, and possible action. – *Standing Item*
- VI. Recovery Fund – review, discussion, and possible action – *Standing Item*
  - a. Recovery Fund Summary: Credits, debits, balance
  - b. Complaints Verified Inspections Summary
- VII. Fee Structure – review, discussion, and possible action – *Standing Item*
- VIII. Rule Change Recommendations As Required by Executive Order 2015-01 – review, discussion, and possible action
- IX. Call to the Public

Public Comments (Consideration and discussion of comments from the public. Those wishing to address

the Board need not request permission in advance; however, must complete a form available at <http://www.dfbls.az.gov/omh/board.aspx> or at the meeting. Action taken as a result of public comments will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date.)

- X. Announcements of future meeting dates and other information concerning the Board.
- XI. Adjournment

**April 22, 2015**  
**ABBREVIATED**  
**MINUTES**



# DRAFT

## ARIZONA BOARD OF MANUFACTURED HOUSING

### ABBREVIATED MINUTES

#### APRIL 22, 2015 BOARD MEETING

#### CALL TO ORDER

Chairman Sam Baird called the meeting to order at 1:00 pm.

#### ROLL CALL

Board Members present: Chairman Sam Baird, Arthur Chick, Terry Gleeson, Greg Johnloz, Michael Minnaugh, and Everette Hoyle.

Board Members absent: Paul DeSanctis, Joe Hart, and Zeek Ojeh

Department of Fire, Building and Life Safety (“Department”) Staff: Interim Director Debra Blake; Assistant Attorney General, Mary Williams; and Board Secretary Ayde Corella.

#### APPROVAL OF OCTOBER 15, 2014 BOARD MINUTES

Chairman Baird entertained a motion to accept the prior Board Meeting Minutes; Board member Chick made motion to accept; motion seconded by Board member Gleeson; and the Board voted unanimously to accept.

#### INTRODUCTION OF NEW BOARD MEMBER

Chairman Baird introduced new Board member, Greg Johnloz. Johnloz is representing Manufactured Home Park Owners. Johnloz shared with the Board a summary of his background in the manufactured home industry.

#### DEPARTMENTAL UPDATES

##### Staff Changes:

- Gene Palma who had been the Director of the Department for about 5 years resigned mid-March to pursue a different opportunity.
- Governor Ducey’s office has appointed Blake as the Interim Director until a permanent decision is made.
- Bob Barger, State Fire Marshal, retired at the end of January, at this time the State Fire Marshal position is vacant.
- Holly Mesnard who served as the Department’s Legislative Liason and HR has left the Department to pursue her nursing career.

- Blake introduced Sarah Vidales who recently started working with the Department. Vidales will be filling Mesnard's vacant position.

Governor Directives:

- Blake and a few Department staff members have been involved in the Lean Transformation Project as directed by the Governor's office. The intent of the Lean is to provide better quality customer service. Lean Transformation will be an ongoing project.
- The Governor has requested that all State agencies evaluate all current rules with recommendations to clarify, amend or repeal them. Recommendations must be submitted to the Governor by September 1<sup>st</sup>. Department staff is currently working on that and plan to have it complete as early as possible for the Board to review as it is the Board's responsibility to adopt rules.

Inter Government Agreement (IGA) Update: Blake provided an update on the IGA partnership. Muller, the Department's IGA Liaison has performed six audits as of February.

**Action Item:** *Provide a report on the IGA audits.*

Installation Training: The 2015 Installation Training Schedule is available on the Department's website. Training sessions are scheduled to begin this month.

**Recap of Action Items from previous Board Meeting**

Call to the Public Signup Form was finalized and posted on the Department's website. Hard copy was also made available for the public prior to starting the meeting.

The Department will agendize the selection of Chairperson for the Board.

**FINANCIAL REPORT**

Blake presented the September, October, November, December 2014, January and February 2015 financial reports.

**RECOVERY FUND**

The Department recently recovered \$15,320 surety bond payment from Bankers Insurance Company. Blake provided an update on the Recovery Fund; at this time there are no claims pending hearing and no claims waiting to be scheduled to go to hearing.

**FEE STRUCTURE**

Department's Recommendations to meet the 95-105 percent recovery cost:

- Plan Review –Change fee from \$150 to \$200. Based on the volume for FY14, the actual cost to perform plan review was \$205.92 per plan, there was a deficiency of \$12,000 for FY14.

- Add an administrative fee for changes made to an existing installation permit –No fee currently; the Department suggests \$10.00 to be consistent with the current Administrative Function Fees. The Department is spending a lot of administrative time updating permit records due to an excessively large amount of requests received to make modifications to an existing installation permit.
- Remove the IGA \$600.00 per story fee cap for FBB permits –Keep the FBB permit fees consistent to the Department’s current fee of \$4.50LF per story.
- Inspection Fees –Change the manufacturer facility inspection fee from \$51.00 to \$82.00 per hour. Department requesting the manufacturer facility inspection fee be consistent to the current installation re-inspection fee.

Board Member Johnloz entertained a motion to leave the plan review fee at \$150.00; remove the IGA fee cap for commercial building permits; leave the manufacturing facility inspection fee at \$51.00 and add a \$10.00 fee per change, per permit into the administrative function fees; motion seconded by Board member Gleeson; and Board voted unanimously to approve the motion.

### **ANNUAL SELECTION OF CHAIRPERSON FOR THE BOARD**

Board member Gleeson made a motion that Sam Baird continue as Chairman; seconded by Board member Hoyle; Board voted unanimously to approve the motion.

### **CALL TO PUBLIC**

Knutson posed a question on where he can find the Board Packet information from today’s meeting. Corella informed Knutson that the Board Packet is available on the Department’s website under the Board tab.

### **NEXT BOARD MEETING DATE**

Wednesday, July 15, 2015

### **ADJOURNMENT**

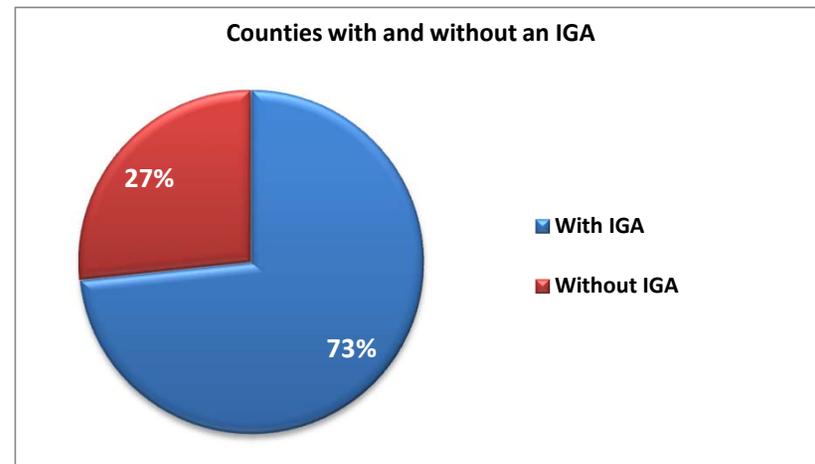
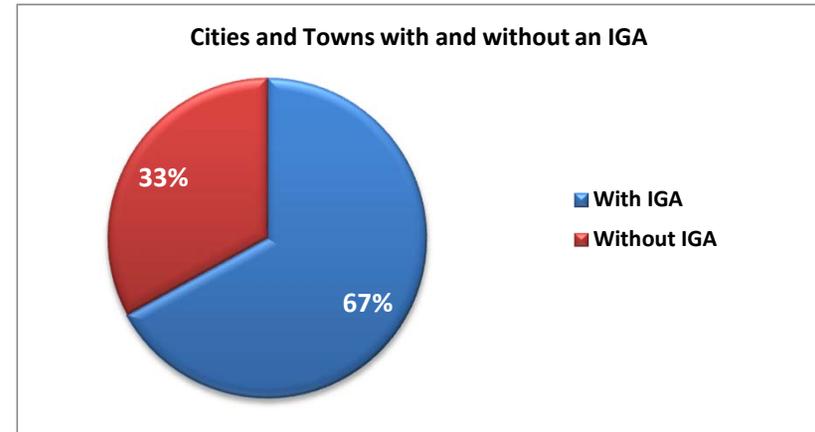
The meeting was adjourned at 2:43 p.m.

**Court Transcript  
available on line:  
[www.dfbls.az.gov](http://www.dfbls.az.gov)**

**INTER  
GOVERNMENT  
AGREEMENT (IGA)  
AUDIT REPORT**



June 2015 Agreement Activity		
New Agreements	0	
Renewed Agreements	1	Flagstaff
New Addendums	0	
Renewal Addendums	0	
Pending Renewal	0	
Terminated	1	Prescott
IGA Partners	With IGA	Without IGA
Cities & Towns	61	30
	With IGA	Without IGA
Counties	11	4
Total Current IGA's	72	
Audited	7	Wickenburg, Surprise, El Mirage, Buckeye, Tolleson, Fountain Hills, Guadalupe



IGA Monthly Activity Reported				
	# of Permits Issued	YTD Permits Issued	Fee's Generated	YTD Fees Generated
MH Permits	64	665	\$ 16,850.00	\$ 151,438.42
FBB Permits	1	28	\$ 139.60	\$ 12,912.40

Report Completed By: Mike Muller Date: 8/7/2015



## DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY

1110 WEST WASHINGTON, SUITE 100  
PHOENIX, ARIZONA 85007  
(602) 364-1003  
(602) 364-1052 FAX

OFFICE OF ADMINISTRATION \* OFFICE OF MANUFACTURED HOUSING \* OFFICE OF STATE FIRE MARSHAL

June 24, 2015

Town of Wickenburg  
155 North Tegner, Suite A  
Wickenburg, Arizona 85390  
ATTN: Kevin Bruce

RE: Wickenburg Audit 6/15/15

Pursuant to Arizona Revised Statutes ("A.R.S.") § 41-2153(B)(5), an audit was conducted on June 15, 2015 regarding the Town of Wickenburg in the enforcement of its Intergovernmental Agreement (IGA) with the Department of Fire, Building and Life Safety's ("Department") Office of Manufactured Housing for the installation of mobile homes, manufactured homes, and residential and commercial factory built buildings ("FBB").

The Audit indicated that the IGA had the following non-conformances:

1. **Note: No violation has occurred. Information only.** Fees for commercial FBBs do not comply with fees set by the Board of Manufactured Housing of up to \$4.50 a linear foot and \$600.00 per story maximum per A.R.S. § 41-2144(A)(4)

**Commercial FBBs have set fees of \$300.00. Example: An 8x24 building would be 64 LF (width+width+length+length) times \$4.50 or a maximum permit fee of \$288.00. In this example the fee would exceed the maximum fee set by the Board.**

2. Jurisdiction not aware that state approve plans for flood zones are always required at permitting for manufactured homes per 24 Code of Federal Regulations, Part 32.85.2(b)(4), and Arizona Administrative Code ("A.A.C.") Article 7.

**Not part of the permitting process per our discussion.**

3. **Note: No violation has occurred. Information only.** Jurisdiction not aware that data plate needs to be reviewed to determine perimeter support requirements per manufacturer's installation manual.

**Not part of the inspection process per our discussion.**

4. Jurisdiction not requiring auger anchors to be to full depth and straps be added to far beam when near beam straps are over 45 degrees per manufacturer's installation instructions. Jurisdiction not requiring longitudinal anchoring per manufacturer's installation manual.

**Verified during site visit.**

5. Jurisdiction not requiring rigid conduit to emerge six inches above ground liquidtight, flexible metal conduit in wet locations per A.A.C. § R4-34-804(B)(1).

**Verified during site visit.**

Please respond, in writing, to items 1 - 5 of the audit report within ten (10) business days. The response should include a remedy for all areas identified in the audit as required at the time of permitting or to be inspected, and a timeframe for correcting non-conformances. Response and remedy is required to maintain the Agreement with this Department.

The Department appreciates your cooperation. If you have any further questions about the audit, please contact me at 520-338-4537.

Mike Muller  
Local Jurisdiction Liaison  
Department of Fire, Building and Life safety  
1110 W. Washington, Suite 100  
Phoenix, AZ 85007



## DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY

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OFFICE OF ADMINISTRATION \* OFFICE OF MANUFACTURED HOUSING \* OFFICE OF STATE FIRE MARSHAL

June 24, 2015

City of Surprise  
16000 North Civic Center Plaza  
Surprise, Arizona 85374  
ATTN: Chris Boyd

RE: Surprise Audit 6/15/15

Pursuant to Arizona Revised Statutes ("A.R.S.") § 41-2153(B)(5), an audit was conducted on June 15, 2015 regarding the City of Surprise in the enforcement of its Intergovernmental Agreement (IGA) with the Department of Fire, Building and Life Safety's ("Department") Office of Manufactured Housing for the installation of mobile homes, manufactured homes, and residential and commercial factory built buildings ("FBB").

The Audit indicated that the IGA had the following non-conformances:

1. Jurisdictions in an IGA Agreement are required to comply with the same standards of performance the law imposes upon the Office of Manufactured Housing, per Clause 3 of the IGA Agreement, dated August 11, 2009. The jurisdictions shall issue or deny a building installation permit within 7 business days, per Arizona Administrative Code ("A.A.C.") § R4-34-801(B).

**The City issues or denies a permit in eight working days per our discussion.**

2. Jurisdiction does not witness low pressure gas test per 24 Code of Federal Regulations (CFR), Part 3280.705(K)(8)(ii).

**Not part of the inspection process per our discussion.**

Please respond, in writing, to items 1-2 of the audit report within ten (10) business days. The response should include a remedy for all areas identified in the audit as required at the time of permitting or to be inspected, and a timeframe for correcting non-conformances. Response and remedy is required to maintain the Agreement with this Department.

The Department appreciates your cooperation. If you have any further questions about the audit, please contact me at 520-338-4537.

Thank you!

Mike Muller  
Local Jurisdiction Liaison  
Department of Fire, Building and Life safety  
1110 W. Washington, Suite 100  
Phoenix, AZ 85007



## DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY

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PHOENIX, ARIZONA 85007  
(602) 364-1003  
(602) 364-1052 FAX

OFFICE OF ADMINISTRATION \* OFFICE OF MANUFACTURED HOUSING \* OFFICE OF STATE FIRE MARSHAL

June 25, 2015

City of El Mirage  
12145 N.W. Grand Avenue  
El Mirage, Arizona 85335  
ATTN: Mary Dickson

RE: El Mirage Audit 6-16-15

2015 regarding the City of El Mirage in the enforcement of its Intergovernmental Agreement (IGA) with the Department of Fire, Building and Life Safety's ("Department") Office of Manufactured Housing for the installation Pursuant to Arizona Revised Statutes ("A.R.S.") § 41-2153(B)(5), an audit was conducted on June 16, of mobile homes, manufactured homes, and residential and commercial factory built buildings ("FBB").

The Audit indicated that the IGA had the following non-conformances:

1. Jurisdiction assessing additional fees for each utility and mechanical connection which are part of the sales contract or are part of the agreement to move a new or used home and done in conjunction with the installation of the structure, per A.R.S. § 41-2144(A)(4), A.R.S § 41-2144(A)(14), Arizona Administrative Code ("A.A.C.") § R4-34-501 and R4-34-801(E).

**Jurisdiction charges \$50.00 each for mechanical, electrical and plumbing per our discussion and review of permits.**

**Audit response clarified the fee is charged for street to meter connection. No violation has occurred.**

2. Jurisdiction does not always include accessory structures on permit per A.R.S. § 41-2144(A)(14).

**Not always part of the permitting process per our discussion.**

3. Jurisdictions in an IGA Agreement are required to comply with the same standards of performance the law imposes upon the Office of Manufactured Housing, per Clause 3 of the IGA Agreement, dated October 12, 2012. The jurisdictions shall issue or deny a building installation permit within 7 business days, per Arizona Administrative Code ("A.A.C.") § R4-34-801(B).

**The City issues or denies a permit in eight business days per our discussion.**

4. Jurisdiction not aware that anchor straps must wrap over the top of the hook on end of strap per Minuteman's installation instructions.

**Verified during site visit.**

Please respond, in writing, to items 1-4 of the audit report within ten (10) business days. The response should include a remedy for all areas identified in the audit as required at the time of permitting or to be inspected, and a timeframe for correcting non-conformances. Response and remedy is required to maintain the Agreement with this Department.

The Department appreciates your cooperation. If you have any further questions about the audit, please contact me at 520-338-4537.

Mike Muller  
Local Jurisdiction Liaison  
Department of Fire, Building and Life safety  
1110 W. Washington, Suite 100  
Phoenix, AZ 85007



## DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY

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(602) 364-1052 FAX

OFFICE OF ADMINISTRATION \* OFFICE OF MANUFACTURED HOUSING \* OFFICE OF STATE FIRE MARSHAL

June 25, 2015

City of Buckeye  
530 East Monroe Avenue  
Buckeye, Arizona 85326  
ATTN: Phil Marcotte

RE: Buckeye Audit 6/16/15

Pursuant to Arizona Revised Statutes ("A.R.S.") § 41-2153(B)(5), an audit was conducted on June 16, 2015 regarding the City of Buckeye in the enforcement of its Intergovernmental Agreement (IGA) with the Department of Fire, Building and Life Safety's ("Department") Office of Manufactured Housing for the installation of mobile homes, manufactured homes, and residential and commercial factory built buildings ("FBB").

The Audit indicated that the IGA had the following non-conformances:

1. **Note: No violation has occurred. Information only.** Fees set for commercial FBBs do not comply with fees set by the Board of manufactured Housing of up to \$4.50 a linear foot and \$600.00 per story maximum per A.R.S. § 41-2144(A)(4).

**Commercial Fbbs have set fees of \$350.00. Example: An 8x24 building would be 64 LF (width+width+length+length) times \$4.50 for a maximum permit fee of \$288.00. In this example the fee would exceed the maximum fee set by the Board.**

2. Per current IGA contract, clause 15; all books, accounts, reports, files or other records relating to this agreement are subject to audit for five (5) years after completion or termination of IGA contract.

**All documents related to the IGA are retained for five years, not five years after completion or termination of contract per our discussion.**

Please respond, in writing, to items 1-2 of the audit report within ten (10) business days. The response should include a remedy for all areas identified in the audit as required at the time of permitting or to be inspected, and a timeframe for correcting non-conformances. Response and remedy is required to maintain the Agreement with this Department.

The Department appreciates your cooperation. If you have any further questions about the audit, please contact me at 520-338-4537.

Mike Muller  
Local Jurisdiction Liaison  
Department of Fire, Building and Life safety  
1110 W. Washington, Suite 100  
Phoenix, AZ 85007



## DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY

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OFFICE OF ADMINISTRATION \* OFFICE OF MANUFACTURED HOUSING \* OFFICE OF STATE FIRE MARSHAL

June 25, 2015

City of Tolleson  
9555 West Van Buren Street  
Tolleson, Arizona 85353  
ATTN: Paul Gilmore

RE: Tolleson Audit 6-16-15

Pursuant to Arizona Revised Statutes ("A.R.S.") § 41-2153(B)(5), an audit was conducted on June 16, 2015 regarding the City of Tolleson in the enforcement of its Intergovernmental Agreement (IGA) with the Department of Fire, Building and Life Safety's ("Department") Office of Manufactured Housing for the installation of mobile homes, manufactured homes, and residential and commercial factory built buildings ("FBB").

The Audit indicated that the IGA had the following non-conformances:

1. **Note: no violation has occurred. Information only.** Jurisdictions in an IGA Agreement are required to comply with the same standards of performance the law imposes upon the Office of Manufactured Housing, per Clause 3 of the IGA Agreement, dated August 2, 2012. The jurisdictions shall issue or deny a building installation permit within 7 business days, per Arizona Administrative Code ("A.A.C.") § R4-34-801(B).

**The City issues or denies a permit in twelve working days per our discussion.**

2. **Note: no violation has occurred. Information only.** Fees for mobile homes, manufactured homes, and residential and commercial FBBs do not comply with the fees set by the board of Manufactured Housing per A.R.S. § 41-2144(A)(4).

**The city sets fees by valuation per our discussion.**

Please respond, in writing, to items 1-2 of the audit report within ten (10) business days. The response should include a remedy for all areas identified in the audit as required at the time of permitting or to be inspected, and a timeframe for correcting non-conformances. Response and remedy is required to maintain the Agreement with this Department.

The Department appreciates your cooperation. If you have any further questions about the audit, please contact me at 520-338-4537.

Mike Muller  
Local Jurisdiction Liaison  
Department of Fire, Building and Life safety  
1110 W. Washington, Suite 100  
Phoenix, AZ 85007



## DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY

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OFFICE OF ADMINISTRATION \* OFFICE OF MANUFACTURED HOUSING \* OFFICE OF STATE FIRE MARSHAL

June 26, 2015

Town of Fountain Hills  
16705 East Avenue of the Fountains  
Fountain Hills, Arizona 85268  
ATTN: Jason Field

RE: Fountain Hills Audit 6/17/15

Pursuant to Arizona Revised Statutes ("A.R.S.") § 41-2153(B)(5), an audit was conducted on June 17, 2015 regarding the Town of Fountain Hills in the enforcement of its Intergovernmental Agreement (IGA) with the Department of Fire, Building and Life Safety's ("Department") Office of Manufactured Housing for the installation of mobile homes, manufactured homes, and residential and commercial factory built buildings ("FBB").

The Audit indicated that the IGA had the following non-conformances:

1. **Note: No violation has occurred. Information only.** Fees for commercial FBBs do not comply with the fees established by the Board of Manufactured Housing of up to \$4.50 LF and \$600.00 per story maximum per A.R.S. § 41-2144(A)(4)

**The Town's fee for commercial FBBs is set at \$210.00.**

2. **Note: No violation has occurred. Information only.** Jurisdiction not aware that licensed installers must be verified through DFBS website. Installers on mobile homes, manufactured homes, and residential FBB, are required to be a licensed installer through a HUD or State administered Installation Program, per 24 Code of Federal Regulations (CFR), Part 3286.803 (b)(3).

**Not part of the permitting process per our discussion.**

3. **Note: No violation has occurred. Information only** Jurisdictions in an IGA Agreement are required to comply with the same standards of performance the law imposes upon the Office of Manufactured Housing, per Clause 3 of the IGA Agreement, dated October 22, 2010. The jurisdictions shall issue or deny a building installation permit within 7 business days, per Arizona Administrative Code ("A.A.C.") § R4-34-801(B).

**The Town issues or denies a permit in ninety working days per our discussion.**

4. As per current IGA contract, clause 13, all books, accounts, reports, files or other records relating to this agreement are subject to audit for five (5) after completion or termination of IGA contract. This translates to 10 years from effective date of IGA contract.

**The Town retains records for three years per our discussion.**

Please respond, in writing, to items 1-4 of the audit report within ten (10) business days. The response should include a remedy for all areas identified in the audit as required at the time of permitting or to be inspected, and a timeframe for correcting non-conformances. Response and remedy is required to maintain the Agreement with this Department.

The Department appreciates your cooperation. If you have any further questions about the audit, please contact me at 520-338-4537.

Mike Muller  
Local Jurisdiction Liaison  
Department of Fire, Building and Life safety  
1110 W. Washington, Suite 100  
Phoenix, AZ 85007



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OFFICE OF ADMINISTRATION \* OFFICE OF MANUFACTURED HOUSING \* OFFICE OF STATE FIRE MARSHAL

July 21, 2015

Town of Guadalupe  
9241 South Avenida Del Yaqui  
Guadalupe, Arizona 85283  
ATTN: Al Moncayo

RE: Guadalupe Audit 6/17/15

Pursuant to Arizona Revised Statutes (“A.R.S.”) § 41-2153(B)(5), an audit was conducted on June 17, 2015 regarding the Town of Guadalupe in the enforcement of its Intergovernmental Agreement (IGA) with the Department of Fire, Building and Life Safety’s (“Department”) Office of Manufactured Housing for the installation of mobile homes, manufactured homes, and residential and commercial factory built buildings (“FBB”).

The Audit indicated that the IGA had the following non-conformances:

1. **Note: no violation has occurred. Information only.** Fees for mobile homes, manufactured homes, and residential and commercial FBBs do not comply with the fees set by the board of Manufactured Housing per A.R.S. § 41-2144(A)(4).

**The Town sets fees by valuation per our discussion.**

2. **Note: no violation has occurred. Information only.** All licensees performing work on a mobile home, manufactured home, residential or commercial FBB and their attached accessory structures, must be listed on the permit and accounted for on the installation certificate (insignia). Licensed contractors and installers must be verified that they can perform the work indicated on the permit, per A.R.S. § 41-2153(D).

**Not part of the permitting process per our discussion.**

3. **Note: no violation has occurred. Information only.** Jurisdiction not aware that state approved plans for flood zones are always required at permitting for manufactured homes, per 24 Code of Federal Regulations (CFR), Part 3285.2 (b)(4), Part 3285.102, and A.A.C. Article 7.

**Not part of the permitting process per our discussion.**

4. **Note: no violation has occurred. Information only.** Jurisdiction not aware that State approved plans are required for inspection of attached accessory structures that are not patented systems per A.A.C. § R4-34-701, § R4-34-704, and § R4-34-805.

**Not part of the inspection process per our discussion.**

5. Per current IGA contract, clause 15; all books, accounts, reports, files or other records relating to this agreement are subject to audit for five (5) years after completion or termination of IGA contract.

**All documents related to the IGA are retained for five years, not five years after completion or termination of contract per our email discussion.**

Please respond, in writing, to items 1-5 of the audit report within ten (10) business days. The response should include a remedy for all areas identified in the audit as required at the time of permitting or to be inspected, and a timeframe for correcting non-conformances. Response and remedy is required to maintain the Agreement with this Department.

The Department appreciates your cooperation. If you have any further questions about the audit, please contact me at 520-338-4537.

Mike Muller  
Local Jurisdiction Liaison  
Department of Fire, Building and Life safety  
1110 W. Washington, Suite 100  
Phoenix, AZ 85007

# **MONTHLY FINANCIAL REPORTS**



- **MARCH 2015**
- **APRIL 2015**
- **MAY 2015**
- **JUNE 2015**

**DEPARTMENT OF FIRE, BUILDING, & LIFE SAFETY  
MONTHLY SUMMARY REPORT**

**MARCH 2015**

	MARCH Reviews Completed	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD
ENG. REPORT - FBB	38	308	325	\$7,842.00	\$64,147.00	\$75,095.00
ENG. REPORT - MH	12	104	100	\$1,769.00	\$18,132.00	\$18,048.00
PERMIT REPORT:	MARCH Permits Issued	YTD	Prior YTD	Current Total Fees Generated	YTD Fees Generated	Prior YTD Fees Generated
M/H	72	540	546	\$25,200.00	\$189,000.00	\$191,100.00
FBB	26	353	209	\$9,352.00	\$98,214.75	\$74,157.25
INSPECTIONS REPORT:	MARCH Plant Inspections	Current Total of Inspections	Current Total of Violations Sited	Prior YTD Total Violations	**Current Total Fees Generated	YTD Total Fees Generated
M/H	12	100	5	81	\$7,204.34	\$ 57,177.41
FBB	5	22	0	4	\$566.21	\$ 1,678.23
CERTIFICATE REPORT (INSIGNIA) :	MARCH Insignias Issued	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD
INSTALLATION	270	2546	2251	\$2,700.00	\$25,460.00	\$22,510.00
FBB MANUFACTURER	60	361	485	\$3,060.00	\$18,411.00	\$24,735.00
LICENSING REPORT:	MARCH New Licenses Issued	YTD	Current Total Licensees	Prior Year Total Licensees	Current Total Fees Generated	YTD
MANUFACTURERS	0	3	61	60	\$0.00	\$2,592.00
DEALERS	1	15	226	222	\$566.00	\$8,684.00
SALES PERSONS	17	148	611	587	\$3,502.00	\$30,488.00
INSTALLERS	0	6	86	88	\$0.00	\$3,210.00

RENEWAL LICENSING REPORT: includes late renewals	MARCH Renewal Licenses Issued	YTD	Current Total Fees Generated	YTD
MANUFACTURERS	6	39	\$3,055.00	\$19,132.00
DEALERS	23	165	\$7,116.25	\$55,722.50
SALES PERSONS	51	318	\$5,768.00	\$35,354.75
INSTALLERS	9	58	\$2,914.50	\$18,035.00

	MARCH OMH FEES	YTD REVENUE	PRIOR YTD REVENUE	CURRENT EXPENDITURES	YTD EXPENDITURES	PRIOR YTD EXPENDITURES	ESTIMATED ANNUAL REVENUE	ESTIMATED ANNUAL EXPENDITURES
EXPENSE & REVENUE REPORT:	\$80,615.30	\$645,438.64	\$503,284.87	\$58,949.72	\$644,935.79	\$707,938.96	\$860,584.85	\$859,914.39
Consumer Recovery Fund	Monthly Deposit	Monthly Claims Paid	Monthly Interest Earned	Fund Balance				
	\$ 18,290.00	\$ -	\$ 328.44	\$ 324,108.90				

Educational Grants	Education Fund Balance Forward from prior FY	75% of Prior Year's Recovery Fund Interest	Education Fund Balance Available for Grants	Checks Issued for Grants	REC FUND Balance	Amount Available for Grants	Educational Grants	Prior Year Interest
FY 07	NA	NA	NA	NA	\$ 939,154.13	\$ 2,550.00	FY 07	NA
FY 08	\$ 2,550.00	\$ 11,759.25	\$ 14,309.25	\$ 13,000.00	\$ 14,396.87	\$ 1,309.25	FY 08	\$ 15,679.00
FY 09	\$ 1,309.25	\$ 11,129.25	\$ 12,438.50	\$ 5,000.00	\$ 21,191.87	\$ 7,438.50	FY 09	\$ 14,839.00
FY 10	\$ 7,438.50	\$ 13,735.50	\$ 21,174.00	\$ 0	\$ 52,381.62	\$ 21,174.00	FY 10	\$ 18,314.00
FY 11	\$ 21,174.00	\$ 242,924.25	\$ 264,098.25	\$ 0	\$ 46,320.63	\$ 46,320.63	FY 11	\$ 323,899.00
FY 12	\$ 264,098.25	\$ 2,780.40	\$ 266,878.65	\$ 0	\$ 142,998.62	\$ 142,998.62	FY 12	\$ 3,707.20
FY 13	\$ 266,878.65	\$ 4,114.28	\$ 270,992.93	\$ 0	\$ 153,654.09	\$ 153,654.09	FY 13	\$ 5,485.70
FY 14	\$ 270,992.93	\$ 3,752.71	\$ 274,745.64	\$ 0	\$ 248,636.20	\$ 248,636.20	FY 14	\$ 5,003.61

**NOTE:**  
\$323,899.00 includes  
\$315,911.00 that was  
transferred over from  
the Cash Bond Fund for  
all prior years' interest

# MARCH 2015

PRODUCTION REPORT:	Single	Double	Triple	Quad	Five	Inspection Visits	Violations Cited
Number of Homes Labeled	51	107	2	0	0	12	5

PRODUCTION TREND:	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006
January	162	142	92	112	99	81	126	286	374	723
February	148	127	84	111	80	87	112	281	349	739
March	160	120	98	115	107	106	119	290	389	825
April		151	149	117	86	99	108	321	354	595
May		161	156	135	108	108	116	304	400	740
June		146	159	130	123	126	124	254	419	762
July		147	141	109	78	117	102	243	334	486
August		182	143	140	110	108	118	275	397	663
September		148	140	99	90	123	135	247	308	490
October		175	181	145	90	90	146	251	342	522
November		135	148	83	110	92	119	184	312	463
December		124	129	111	115	88	100	147	241	377

AUDITS:	With Violations	With Out Violations	Unlicensed Activity Investigations
Trust Account Audits	3	1	3
COMPLAINTS:	Current	YTD	Prior
New Received	11	31	37
Closed/Reopened	0	0	1
Closed for the Month	7	27	38

21 open/active complaints

Certificates (Insignias) Reported As Affixed	INSTALLATION MBL/MFG FBB 2015	INSTALLATION MBL/MFG FBB 2014	INSTALLATION MBL/MFG FBB 2013	INSTALLATION MBL/MFG Homes 2012		FBB Manufacturer 2015	FBB Manufacturer 2014	FBB Manufacturer 2013	FBB Manufacturer 2012
January	266	277	185	131		35	35	37	78
February	266	220	156	129		17	17	59	48
March	272	203	159	164		20	10	44	55
April		243	176	174			22	38	70
May		238	194	171			85	44	82
June		253	248	185			18	31	50
July		223	200	206			35	56	62
August		232	221	174			46	96	33
September		258	181	169			58	95	62
October		268	226	196			16	85	47
November		224	251	202			22	35	48
December		231	196	207			33	43	16

**DEPARTMENT OF FIRE, BUILDING, & LIFE SAFETY  
MONTHLY SUMMARY REPORT**

**APRIL 2015**

	APRIL Reviews Completed	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD
ENG. REPORT - FBB	40	348	366	\$8,302.00	\$72,499.00	\$83,772.00
ENG. REPORT - MH	10	114	110	\$1,831.00	\$19,963.00	\$19,868.00
PERMIT REPORT:	APRIL Permits Issued	YTD	Prior YTD	Current Total Fees Generated	YTD Fees Generated	Prior YTD Fees Generated
M/H	65	605	618	\$22,750.00	\$211,750.00	\$216,300.00
FBB	16	369	235	\$8,687.00	\$106,901.75	\$85,035.25
INSPECTIONS REPORT:	APRIL Plant Inspections	Current Total of Inspections	Current Total of Violations Sited	Prior YTD Total Violations	**Current Total Fees Generated	YTD Total Fees Generated
M/H	10	110	8	90	\$6,255.77	\$ 63,433.17
FBB	4	26	0	4	\$386.37	\$ 2,064.60
CERTIFICATE REPORT (INSIGNIA) :	APRIL Insignias Issued	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD
INSTALLATION	249	2795	2521	\$2,490.00	\$27,950.00	\$25,210.00
FBB MANUFACTURER	55	416	573	\$2,805.00	\$21,216.00	\$29,223.00
LICENSING REPORT:	APRIL New Licenses Issued	YTD	Current Total Licensees	Prior Year Total Licensees	Current Total Fees Generated	YTD
MANUFACTURERS	1	4	62	60	\$864.00	\$3,456.00
DEALERS	1	16	230	226	\$566.00	\$9,250.00
SALES PERSONS	20	168	613	594	\$4,120.00	\$34,608.00
INSTALLERS	0	6	87	87	\$0.00	\$3,210.00

RENEWAL LICENSING REPORT: includes late renewals	APRIL Renewal Licenses Issued	YTD	Current Total Fees Generated	YTD
MANUFACTURERS	3	42	\$1,404.00	\$20,536.00
DEALERS	17	182	\$5,274.75	\$60,997.25
SALES PERSONS	37	355	\$4,120.00	\$39,474.75
INSTALLERS	7	65	\$2,120.50	\$20,155.50

	APRIL OMH FEES	YTD REVENUE	PRIOR YTD REVENUE	CURRENT EXPENDITURES	YTD EXPENDITURES	PRIOR YTD EXPENDITURES	ESTIMATED ANNUAL REVENUE	ESTIMATED ANNUAL EXPENDITURES
EXPENSE & REVENUE REPORT:	\$71,976.39	\$717,465.02	\$547,353.56	\$107,014.37	\$751,950.16	\$800,075.96	\$860,958.02	\$902,340.19
Consumer Recovery Fund	Monthly Deposit	Monthly Claims Paid	Monthly Interest Earned	Fund Balance				
	\$ 14,343.16	\$ -	\$ 374.72	\$ 338,452.06				

Educational Grants	Education Fund Balance Forward from prior FY	75% of Prior Year's Recovery Fund Interest	Education Fund Balance Available for Grants	Checks Issued for Grants	REC FUND Balance	Amount Available for Grants	Educational Grants	Prior Year Interest
FY 07	NA	NA	NA	NA	\$ 939,154.13	\$ 2,550.00	FY 07	NA
FY 08	\$ 2,550.00	\$ 11,759.25	\$ 14,309.25	\$ 13,000.00	\$ 14,396.87	\$ 1,309.25	FY 08	\$ 15,679.00
FY 09	\$ 1,309.25	\$ 11,129.25	\$ 12,438.50	\$ 5,000.00	\$ 21,191.87	\$ 7,438.50	FY 09	\$ 14,839.00
FY 10	\$ 7,438.50	\$ 13,735.50	\$ 21,174.00	\$ 0	\$ 52,381.62	\$ 21,174.00	FY 10	\$ 18,314.00
FY 11	\$ 21,174.00	\$ 242,924.25	\$ 264,098.25	\$ 0	\$ 46,320.63	\$ 46,320.63	FY 11	\$ 323,899.00
FY 12	\$ 264,098.25	\$ 2,780.40	\$ 266,878.65	\$ 0	\$ 142,998.62	\$ 142,998.62	FY 12	\$ 3,707.20
FY 13	\$ 266,878.65	\$ 4,114.28	\$ 270,992.93	\$ 0	\$ 153,654.09	\$ 153,654.09	FY 13	\$ 5,485.70
FY 14	\$ 270,992.93	\$ 3,752.71	\$ 274,745.64	\$ 0	\$ 248,636.20	\$ 248,636.20	FY 14	\$ 5,003.61

**NOTE:**  
\$323,899.00 includes  
\$315,911.00 that was  
transferred over from  
the Cash Bond Fund for  
all prior years' interest

## APRIL 2015

PRODUCTION REPORT:	Single	Double	Triple	Quad	Five	Inspection Visits	Violations Cited
Number of Homes Labeled	61	131	1	0	0	10	8

PRODUCTION TREND:	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006
January	162	142	92	112	99	81	126	286	374	723
February	148	127	84	111	80	87	112	281	349	739
March	160	120	98	115	107	106	119	290	389	825
April	193	151	149	117	86	99	108	321	354	595
May		161	156	135	108	108	116	304	400	740
June		146	159	130	123	126	124	254	419	762
July		147	141	109	78	117	102	243	334	486
August		182	143	140	110	108	118	275	397	663
September		148	140	99	90	123	135	247	308	490
October		175	181	145	90	90	146	251	342	522
November		135	148	83	110	92	119	184	312	463
December		124	129	111	115	88	100	147	241	377

AUDITS:	With Violations	With Out Violations	Unlicensed Activity Investigations
Trust Account Audits	0	0	4
COMPLAINTS:	Current	YTD	Prior
New Received	3	34	42
Closed/Reopened	0	0	1
Closed for the Month	9	36	42

15 open/active complaints

Certificates (Insignias) Reported As Affixed	INSTALLATION MBL/MFG FBB 2015	INSTALLATION MBL/MFG FBB 2014	INSTALLATION MBL/MFG FBB 2013	INSTALLATION MBL/MFG Homes 2012		FBB Manufacturer 2015	FBB Manufacturer 2014	FBB Manufacturer 2013	FBB Manufacturer 2012
January	266	277	185	131		35	35	37	78
February	266	220	156	129		17	17	59	48
March	272	203	159	164		20	10	44	55
April	290	243	176	174		44	22	38	70
May		238	194	171			85	44	82
June		253	248	185			18	31	50
July		223	200	206			35	56	62
August		232	221	174			46	96	33
September		258	181	169			58	95	62
October		268	226	196			16	85	47
November		224	251	202			22	35	48
December		231	196	207			33	43	16

**DEPARTMENT OF FIRE, BUILDING, & LIFE SAFETY  
MONTHLY SUMMARY REPORT**

**MAY 2015**

	MAY Reviews Completed	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD
ENG. REPORT - FBB	38	386	405	\$5,116.00	\$77,565.00	\$90,928.00
ENG. REPORT - MH	10	124	126	\$2,669.00	\$22,632.00	\$22,294.00
PERMIT REPORT:	MAY Permits Issued	YTD	Prior YTD	Current Total Fees Generated	YTD Fees Generated	Prior YTD Fees Generated
M/H	84	689	694	\$29,400.00	\$241,150.00	\$242,900.00
FBB	15	384	253	\$11,904.03	\$118,805.78	\$94,664.25
INSPECTIONS REPORT:	MAY Plant Inspections	Current Total of Inspections	Current Total of Violations Sited	Prior YTD Total Violations	**Current Total Fees Generated	YTD Total Fees Generated
M/H	12	122	14	100	\$7,302.33	\$ 70,735.50
FBB	4	30	0	4	\$240.94	\$ 2,305.53
CERTIFICATE REPORT (INSIGNIA) :	MAY Insignias Issued	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD
INSTALLATION	286	3081	2810	\$2,860.00	\$30,810.00	\$28,100.00
FBB MANUFACTURER	18	434	595	\$918.00	\$22,134.00	\$30,345.00
LICENSING REPORT:	MAY New Licenses Issued	YTD	Current Total Licensees	Prior Year Total Licensees	Current Total Fees Generated	YTD
MANUFACTURERS	0	4	62	59	\$0.00	\$3,456.00
DEALERS	0	16	223	223	\$0.00	\$9,250.00
SALES PERSONS	12	180	609	598	\$2,472.00	\$37,080.00
INSTALLERS	0	6	87	85	\$0.00	\$3,210.00

RENEWAL LICENSING REPORT: includes late renewals	MAY Renewal Licenses Issued	YTD	Current Total Fees Generated	YTD
MANUFACTURERS	6	48	\$2,947.00	\$23,483.00
DEALERS	14	196	\$4,336.50	\$65,333.75
SALES PERSONS	29	384	\$3,167.25	\$42,642.00
INSTALLERS	8	73	\$2,490.50	\$22,646.00

	MAY OMH FEES	YTD REVENUE	PRIOR YTD REVENUE	CURRENT EXPENDITURES	YTD EXPENDITURES	PRIOR YTD EXPENDITURES	ESTIMATED ANNUAL REVENUE	ESTIMATED ANNUAL EXPENDITURES
EXPENSE & REVENUE REPORT:	\$75,823.55	\$793,238.56	\$635,557.52	\$48,447.57	\$800,397.73	\$835,067.25	\$865,351.16	\$873,161.16
Consumer Recovery Fund	Monthly Deposit	Monthly Claims Paid	Monthly Interest Earned	Fund Balance				
	\$ 14,083.00	\$ -	\$ 353.69	\$ 352,535.06				

Educational Grants	Education Fund Balance Forward from prior FY	75% of Prior Year's Recovery Fund Interest	Education Fund Balance Available for Grants	Checks Issued for Grants	REC FUND Balance	Amount Available for Grants	Educational Grants	Prior Year Interest
FY 07	NA	NA	NA	NA	\$ 939,154.13	\$ 2,550.00	FY 07	NA
FY 08	\$ 2,550.00	\$ 11,759.25	\$ 14,309.25	\$ 13,000.00	\$ 14,396.87	\$ 1,309.25	FY 08	\$ 15,679.00
FY 09	\$ 1,309.25	\$ 11,129.25	\$ 12,438.50	\$ 5,000.00	\$ 21,191.87	\$ 7,438.50	FY 09	\$ 14,839.00
FY 10	\$ 7,438.50	\$ 13,735.50	\$ 21,174.00	\$ 0	\$ 52,381.62	\$ 21,174.00	FY 10	\$ 18,314.00
FY 11	\$ 21,174.00	\$ 242,924.25	\$ 264,098.25	\$ 0	\$ 46,320.63	\$ 46,320.63	FY 11	\$ 323,899.00
FY 12	\$ 264,098.25	\$ 2,780.40	\$ 266,878.65	\$ 0	\$ 142,998.62	\$ 142,998.62	FY 12	\$ 3,707.20
FY 13	\$ 266,878.65	\$ 4,114.28	\$ 270,992.93	\$ 0	\$ 153,654.09	\$ 153,654.09	FY 13	\$ 5,485.70
FY 14	\$ 270,992.93	\$ 3,752.71	\$ 274,745.64	\$ 0	\$ 248,636.20	\$ 248,636.20	FY 14	\$ 5,003.61

**NOTE:**  
\$323,899.00 includes \$315,911.00 that was transferred over from the Cash Bond Fund for all prior years' interest

# MAY 2015

PRODUCTION REPORT:	Single	Double	Triple	Quad	Five	Inspection Visits	Violations Cited
Number of Homes Labeled	77	100	3	0	1	12	14

PRODUCTION TREND:	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006
January	162	142	92	112	99	81	126	286	374	723
February	148	127	84	111	80	87	112	281	349	739
March	160	120	98	115	107	106	119	290	389	825
April	193	151	149	117	86	99	108	321	354	595
May	181	161	156	135	108	108	116	304	400	740
June		146	159	130	123	126	124	254	419	762
July		147	141	109	78	117	102	243	334	486
August		182	143	140	110	108	118	275	397	663
September		148	140	99	90	123	135	247	308	490
October		175	181	145	90	90	146	251	342	522
November		135	148	83	110	92	119	184	312	463
December		124	129	111	115	88	100	147	241	377

AUDITS:	With Violations	With Out Violations	Unlicensed Activity Investigations
Trust Account Audits	2	0	0
COMPLAINTS:	Current	YTD	Prior
New Received	4	38	49
Closed/Reopened	0	0	1
Closed for the Month	1	37	48

18 open/active complaints

Certificates (Insignias) Reported As Affixed	INSTALLATION MBL/MFG FBB 2015	INSTALLATION MBL/MFG FBB 2014	INSTALLATION MBL/MFG FBB 2013	INSTALLATION MBL/MFG Homes 2012		FBB Manufacturer 2015	FBB Manufacturer 2014	FBB Manufacturer 2013	FBB Manufacturer 2012
January	266	277	185	131		35	35	37	78
February	266	220	156	129		17	17	59	48
March	272	203	159	164		20	10	44	55
April	290	243	176	174		44	22	38	70
May	268	238	194	171		34	85	44	82
June		253	248	185			18	31	50
July		223	200	206			35	56	62
August		232	221	174			46	96	33
September		258	181	169			58	95	62
October		268	226	196			16	85	47
November		224	251	202			22	35	48
December		231	196	207			33	43	16

**DEPARTMENT OF FIRE, BUILDING, & LIFE SAFETY  
MONTHLY SUMMARY REPORT**

**JUNE 2015**

	JUNE Reviews Completed	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD
ENG. REPORT - FBB	42	428	457	\$6,197.00	\$83,762.00	\$99,711.00
ENG. REPORT - MH	20	144	135	\$1,650.00	\$24,282.00	\$23,944.00
PERMIT REPORT:	JUNE Permits Issued	YTD	Prior YTD	Current Total Fees Generated	YTD Fees Generated	Prior YTD Fees Generated
M/H	108	797	767	\$37,800.00	\$278,950.00	\$268,450.00
FBB	12	396	279	\$6,034.00	\$124,839.78	\$108,055.25

INSPECTIONS REPORT:	JUNE Plant Inspections	Current Total of Inspections	Current Total of Violations Sited	Prior YTD Total Violations	**Current Total Fees Generated	YTD Total Fees Generated
M/H	11	133	8	103	\$7,259.17	\$ 77,782.40
FBB	4	34	0	4	\$268.08	\$ 2,544.24

CERTIFICATE REPORT (INSIGNIA) :	JUNE Insignias Issued	YTD	Prior YTD	Current Total Fees Generated	YTD	Prior YTD
INSTALLATION	406	3487	3168	\$4,060.00	\$34,870.00	\$31,680.00
FBB MANUFACTURER	41	475	622	\$2,091.00	\$24,225.00	\$31,722.00

LICENSING REPORT:	JUNE New Licenses Issued	YTD	Current Total Licensees	Prior Year Total Licensees	Current Total Fees Generated	YTD
MANUFACTURERS	0	4	62	62	\$0.00	\$3,456.00
DEALERS	3	19	226	225	\$2,160.00	\$11,410.00
SALES PERSONS	15	195	614	591	\$3,090.00	\$40,170.00
INSTALLERS	0	6	83	84	\$0.00	\$3,210.00

RENEWAL LICENSING REPORT: includes late renewals	JUNE Renewal Licenses Issued	YTD	Current Total Fees Generated	YTD
MANUFACTURERS	10	58	\$4,644.00	\$28,127.00
DEALERS	16	212	\$5,083.00	\$70,416.75
SALES PERSONS	42	426	\$4,712.25	\$47,354.25
INSTALLERS	6	79	\$2,097.00	\$24,743.00

	JUNE OMH FEES	YTD REVENUE	PRIOR YTD REVENUE	CURRENT EXPENDITURES	YTD EXPENDITURES	PRIOR YTD EXPENDITURES	ESTIMATED ANNUAL REVENUE	ESTIMATED ANNUAL EXPENDITURES
EXPENSE & REVENUE REPORT:	\$87,145.50	\$880,142.42	\$706,639.16	\$83,928.90	\$884,326.63	\$879,748.24	\$880,142.42	\$884,326.63
Consumer Recovery Fund	Monthly Deposit	Monthly Claims Paid	Monthly Interest Earned	Fund Balance				
	\$ 10,833.42	\$ -	\$ 291.73	\$ 363,368.48				

Educational Grants	Education Fund Balance Forward from prior FY	75% of Prior Year's Recovery Fund Interest	Education Fund Balance Available for Grants	Checks Issued for Grants	REC FUND Balance	Amount Available for Grants	Educational Grants	Prior Year Interest
FY 07	NA	NA	NA	NA	\$ 939,154.13	\$ 2,550.00	FY 07	NA
FY 08	\$ 2,550.00	\$ 11,759.25	\$ 14,309.25	\$ 13,000.00	\$ 14,396.87	\$ 1,309.25	FY 08	\$ 15,679.00
FY 09	\$ 1,309.25	\$ 11,129.25	\$ 12,438.50	\$ 5,000.00	\$ 21,191.87	\$ 7,438.50	FY 09	\$ 14,839.00
FY 10	\$ 7,438.50	\$ 13,735.50	\$ 21,174.00	\$ 0	\$ 52,381.62	\$ 21,174.00	FY 10	\$ 18,314.00
FY 11	\$ 21,174.00	\$ 242,924.25	\$ 264,098.25	\$ 0	\$ 46,320.63	\$ 46,320.63	FY 11	\$ 323,899.00
FY 12	\$ 264,098.25	\$ 2,780.40	\$ 266,878.65	\$ 0	\$ 142,998.62	\$ 142,998.62	FY 12	\$ 3,707.20
FY 13	\$ 266,878.65	\$ 4,114.28	\$ 270,992.93	\$ 0	\$ 153,654.09	\$ 153,654.09	FY 13	\$ 5,485.70
FY 14	\$ 270,992.93	\$ 3,752.71	\$ 274,745.64	\$ 0	\$ 248,636.20	\$ 248,636.20	FY 14	\$ 5,003.61

**NOTE:**  
\$323,899.00 includes \$315,911.00 that was transferred over from the Cash Bond Fund for all prior years' interest

# JUNE 2015

PRODUCTION REPORT:	Single	Double	Triple	Quad	Five	Inspection Visits	Violations Cited
Number of Homes Labeled	78	109	2	0	0	11	8

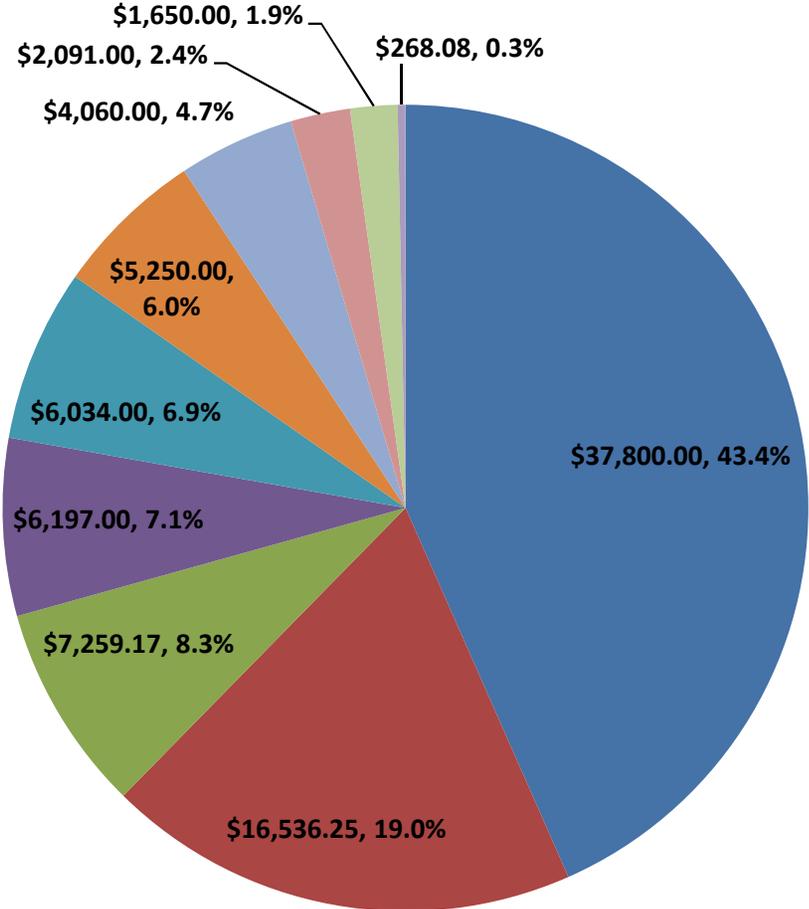
PRODUCTION TREND:	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006
January	162	142	92	112	99	81	126	286	374	723
February	148	127	84	111	80	87	112	281	349	739
March	160	120	98	115	107	106	119	290	389	825
April	193	151	149	117	86	99	108	321	354	595
May	181	161	156	135	108	108	116	304	400	740
June	188	146	159	130	123	126	124	254	419	762
July		147	141	109	78	117	102	243	334	486
August		182	143	140	110	108	118	275	397	663
September		148	140	99	90	123	135	247	308	490
October		175	181	145	90	90	146	251	342	522
November		135	148	83	110	92	119	184	312	463
December		124	129	111	115	88	100	147	241	377

AUDITS:	With Violations	With Out Violations	Unlicensed Activity Investigations
Trust Account Audits	3	0	0
COMPLAINTS:	Current	YTD	Prior
New Received	3	41	51
Closed/Reopened	0	0	1
Closed for the Month	4	41	55

17 open/active complaints

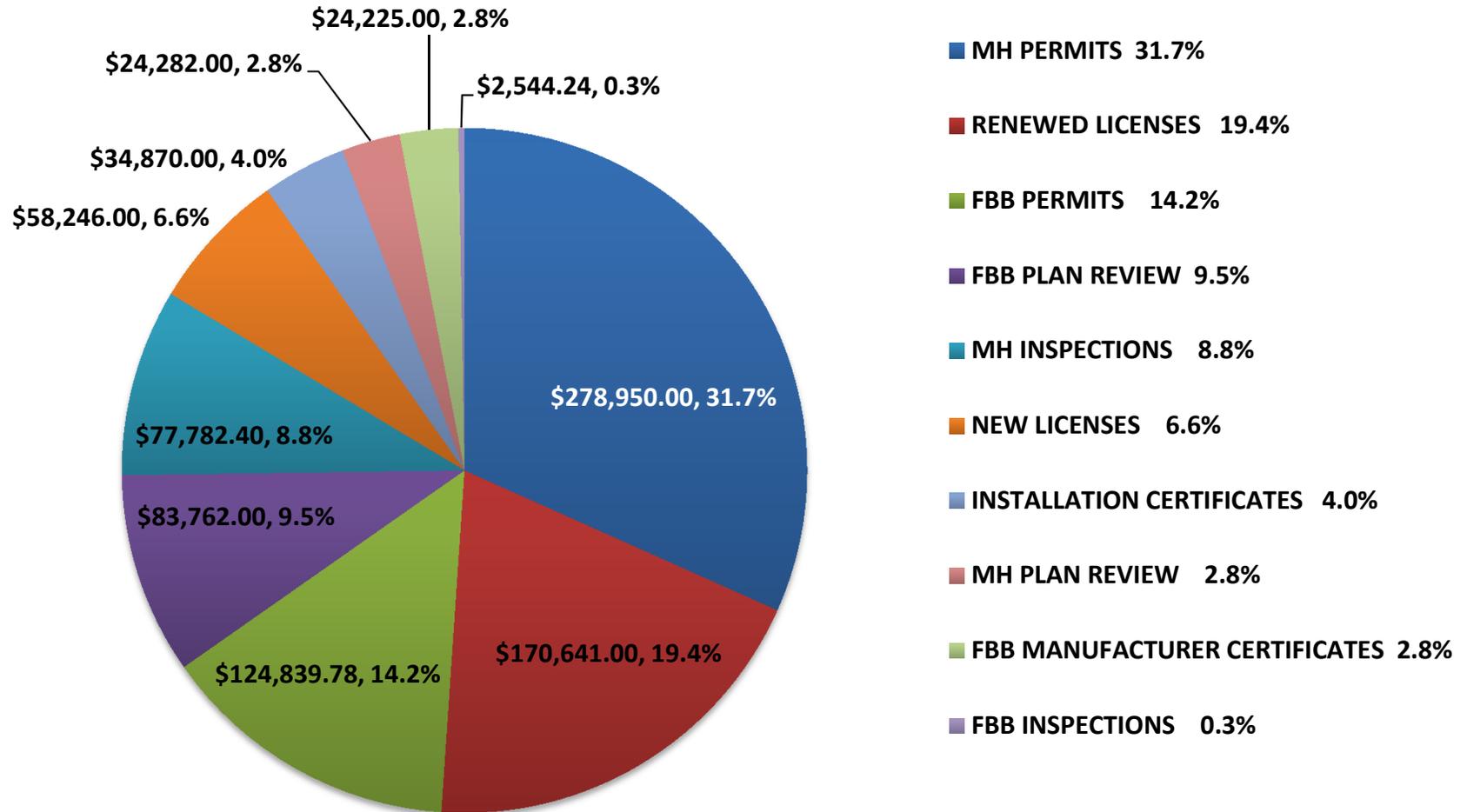
Certificates (Insignias) Reported As Affixed	INSTALLATION MBL/MFG FBB 2015	INSTALLATION MBL/MFG FBB 2014	INSTALLATION MBL/MFG FBB 2013	INSTALLATION MBL/MFG Homes 2012		FBB Manufacturer 2015	FBB Manufacturer 2014	FBB Manufacturer 2013	FBB Manufacturer 2012
January	266	277	185	131		35	35	37	78
February	266	220	156	129		17	17	59	48
March	272	203	159	164		20	10	44	55
April	290	243	176	174		44	22	38	70
May	268	238	194	171		34	85	44	82
June	244	253	248	185		21	18	31	50
July		223	200	206			35	56	62
August		232	221	174			46	96	33
September		258	181	169			58	95	62
October		268	226	196			16	85	47
November		224	251	202			22	35	48
December		231	196	207			33	43	16

# JUNE 2015 REVENUE BREAKDOWN

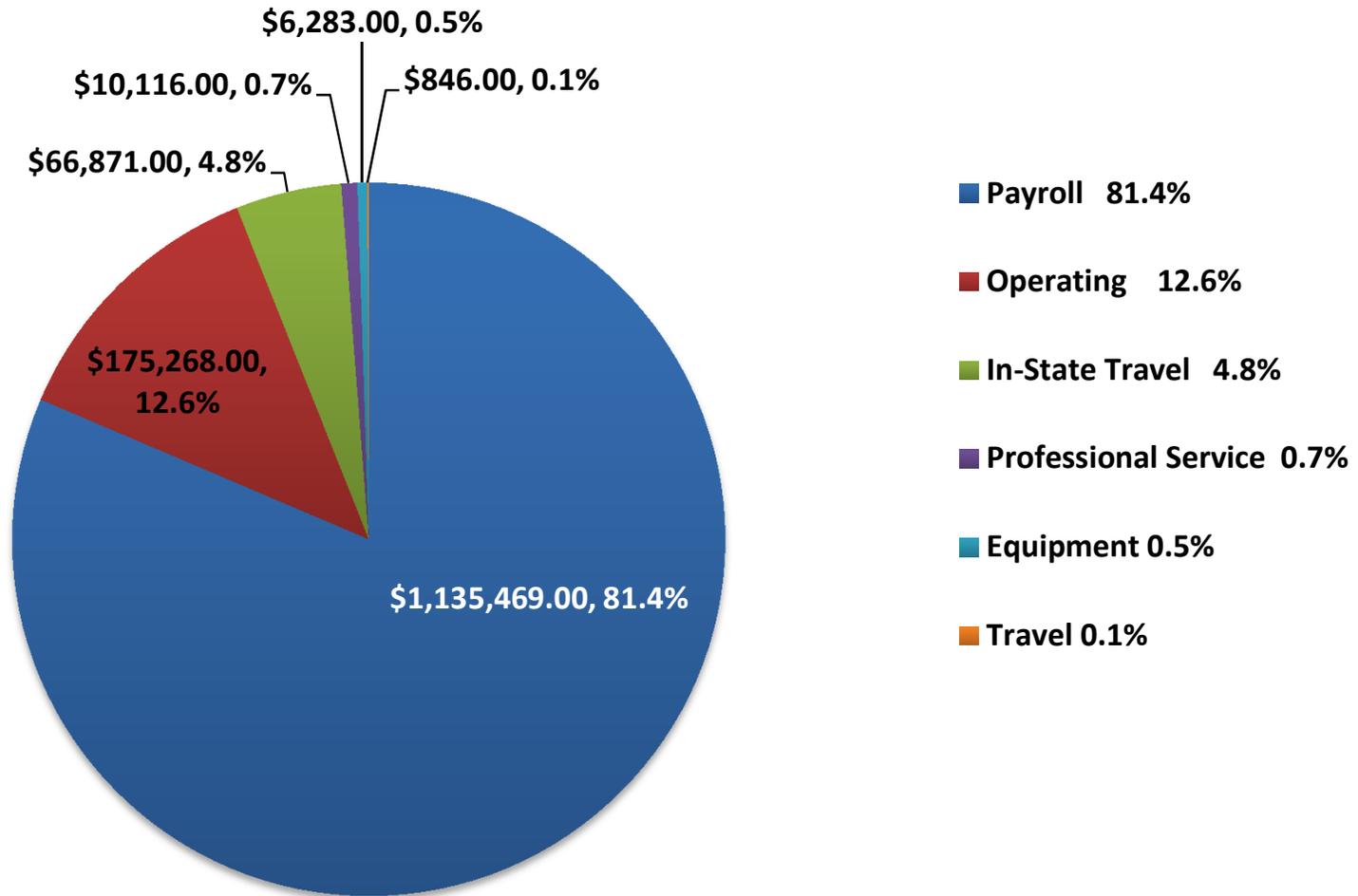


- MH PERMITS 43.4%
- RENEWED LICENSES 19.0%
- MH INSPECTIONS 8.3%
- FBB PLAN REVIEW 7.1%
- FBB PERMITS 6.9%
- NEW LICENSES 6.0%
- INSTALLATION CERTIFICATES 4.7%
- FBB MANUFACTURER CERTIFICATES 2.4%
- MH PLAN REVIEW 1.9%
- FBB INSPECTIONS 0.3%

# FY15 YTD REVENUE BREAKDOWN as of JUNE 2015



## JUNE 2015 EXPENDITURE BREAKDOWN



# RECOVERY FUND



**RECOVERY FUND SUMMARY**

<b>CREDITS</b>		<b>DEBITS</b>		<b>BALANCE</b>	
Balance as of 8/1/14	\$369,839.28	<b>ACTUAL CLAIM</b>	<b>CLAIM AMOUNT</b>	New Balance	\$370,231.01
Prior Month's Cash Bond Interest Earned	\$391.73	Claims that have been to hearing and are awaiting payment	\$0.00	Minus Actual and Potential Claim Amounts	\$0.00
New Balance	\$370,231.01	<b>POTENTIAL CLAIMS</b>	<b>CLAIM AMOUNT</b>	Remaining Balance	\$370,231.01
		Claims that have been scheduled for hearing and are awaiting hearing date	\$0.00		
		Claims not yet scheduled for hearing	\$0.00		
		<b>TOTAL</b>	<b>\$0.00</b>		

## Complaints Verified Inspections Summary

Date Complaint Filed	Date Verified	Complaint Number	Complainant Name	City	Verified to Manufacturer	Verified to Dealer	Verified to Installer	Possible Recovery Fund?	Purchase Agreement Amount if Recovery Fund Claim filed	Recovery Fund NOTE
9/29/14	4/14/15	2015-004	Roberts	Payson	Champion Homes Inc Lic. 8438	Silver Ridge Custom Homes Inc Lic. 8160		No		Manufacturer license is valid. Dealer license is valid. Complaint items have been resolved. <b>STATUS: Complaint closed on 6/5/15</b>
10/23/14	4/14/15	2015-007	Helton/Torres	Willcox			Gila Valley Mobile Home Service & Accessories LLC Lic. 8050	No		Installer license restored to valid under Consent Agreement of 7/30/15. <b>STATUS: Due for follow up per Consent Agreement on required corrections on 9/30/15.</b>
1/20/15	3/23/15	2015-017	Daniels	Camp Verde	CMH Manufacturing West Inc Lic. 8046	Busbee's Mobile Home Sales Inc Lic. 5782	RC Homes & Development Inc Lic. 8263	No		Dealer license is valid. Installer license is valid. Manufacturer license is valid. All verified complaint items have been resolved. <b>STATUS: Complaint closed on 5/14/15</b>
1/22/15	4/30/15	2015-018	Gilbert	Kingman		Mohave Homes Inc Lic. 6814	Mohave Homes Inc Lic. 6954	Yes	\$9,950.00	Dealer license is valid. Installer license is valid. <b>STATUS: pending follow up on required corrections. Complainant has been unavailable for corrections to be performed.</b>

## Complaints Verified Inspections Detailed Summary

Date Complaint Filed	Date Verified	Complaint Number	Complainant Name	City	Verified to: Manufacturer, Dealer and/or Installer	Possible Recovery Fund?	Contract Amount	Recovery Fund NOTE
10/23/14	4/6/15	2015-007	Helton Torres	Willcox	Verified to Installer: Gila Valley M. H. Service & Accessories LLC, Lic. 8050	NO		Installer license restored to valid under Consent Agreement of 7/30/15.
					No permit obtained prior to installation of unit			STATUS: Due for follow up per Consent Agreement for required corrections on 9/30/15.
					No inspections performed due to no permit			
					No vents installed in skirting			
					Skirting is a non engineered product with no engineered plans			
					Access cover is not of a decay resistant material at areas in 6" of soil			
					Trim board pulling away from home			
					Fasteners used not galvanized			
					Trim board not properly sealed and painted			
					Installer did not perform proper gas pressure test			
					No listed isolation fitting installed on has yard line riser at home			
					Gas black iron inlet not painted at exposed areas			
					Gas inlet not properly supported at edge of home			
					Sewer ABS to PVC material glued together. Must be by mechanical means			
					Tie-down straps not properly installed at frame.			
					No installation certificate affixed to the home for the installation of the home			
1/22/15	4/30/15	2015-018	Gilbert	Kingman	Verified to Installer: Mohave Homes, Inc, Lic. #6954	Yes	\$9,950.00	Dealer license is valid Installer license is valid.
					Installer to relevel home			STATUS: pending follow up on required corrections. Complainant has been unavailable for corrections to be performed
					2xs on perimeter piers not placed on edge and are slightly loose			
					Gas black iron inlet not protected against corrosion with paint			
					Gas shut off valve and isolation fitting not installed on yard line riser at home			

# **FEE SCHEDULE**





**DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY**  
1110 W. WASHINGTON, SUITE 100  
PHOENIX, AZ 85007  
(602) 364-1003 OFFICE  
(602) 364-1052 FAX  
[www.dfbls.az.gov](http://www.dfbls.az.gov)

**FEE SCHEDULE FOR 2016 FISCAL YEAR**

***FEEES ARE EFFECTIVE JULY 1, 2015***

*Fees charged by the Department are not included in Rule and are exempt from the State Rule procedures (Arizona Revised Statutes § 41-2144(C)).*

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

<b>PLAN FEES</b>	
<b>DESCRIPTION</b>	<b>FEE</b>
<b>Standard Plan Review</b>	
<b>Application Submittal and Plan Review</b>	<b>\$150.00</b> Includes up to 1 hour of plan review time
<b>Plan Review</b>	<b>\$119.00 hour</b> Each additional hour
<b>EXPEDITED Plan Review</b>	
<b>Expedited Application and Plan Review</b>	<b>\$269.00</b> Includes up to 1 hour of plan review time
<b>Expedited Plan Review</b>	<b>\$238.00 hour</b> Each additional hour

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

<b>PERMIT FEES</b>		
<b>DESCRIPTION</b>	<b>STATE ISSUED PERMIT FEE</b>	<b>IGA FEE</b>
Mobile/MFG Home	\$350.00 each <i>Includes 3 Inspections</i>	Up to \$ 350.00 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
6 Month Extension on Permit (MFG and FBB)	\$ 82.00	
FBB Special Event	\$ 67.00	
Rehabilitation – Mobile Home	\$ 49.00 <i>Includes 2 Inspections</i>	

<b>INSPECTION FEES</b>	
<b>DESCRIPTION</b>	<b>FEE</b>
MFG facility	\$ 51.00 per hour, plus mileage @ 0.445/mile
Installation Re-Inspection (MFG, FBB, Rehabilitation)	\$ 82.00 per hour, plus mileage @ 0.445/mile
Technical Service	\$ 82.00 per hour

<b>INSTALLATION TRAINING</b>	
<b>DESCRIPTION</b>	<b>FEE</b>
Installation Training <i>OMH Installer: Qualifying Party or Corporate Officer Registrar of Contractor; Participant in the Installation Certificate Program: Qualifying Party or Corporate Officer</i>	\$ 100.00

<b>ADMINISTRATIVE FUNCTION FEES</b>	
<b>DESCRIPTION</b>	<b>FEE</b>
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 branch location	\$ 10.00 each
Delete branch location	\$ 10.00 each
Reinstate bond	\$ 10.00 each
Process returned check	\$ 10.00 each
Change status of license to inactive	\$ 10.00 each
Copies	\$ .50 each
All refunds are subject to a fee of	\$ 59.00 each

# **RULE CHANGE RECOMMENDATION**



## RULES REVIEW

R4-34 Subsection	Current Rule	No change	Modify	Repeal	Add	New Language IF MODIFIED	Comments
101	The definitions in A.R.S. §§ 41-2142, 41-2152, and 41-2157 apply to this Chapter. Additionally, in this Chapter:	X					
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.	X					
101 (2)	"Agency" means, in a brokered transaction, the consensual relationship that exists between an agent and the seller or purchaser of a used home when either the purchaser or seller authorizes the agent and the agent agrees to the authorization in writing. A licensed salesperson may establish an agency relationship on behalf of the salesperson's licensed and employing retailer.	X					
101 (3)	"Agency disclosure" means a document that specifies the party or parties that an agent represents in a brokered transaction as a seller's agent, purchaser's agent, or dual agent who represents both the seller and purchaser.	X					
101 (4)	"Agent" means a licensed retailer or broker who is authorized to act on behalf of either the seller or purchaser of a used home or as a dual agent representing both.		X			"Agent" means a licensed retailer <del>or broker</del> who is authorized to act on behalf of either the seller or purchaser of a used home or as a dual agent representing both.	Retailer is defined in R4-34-101 (17) and includes the term "broker".
101 (5)	"Branch location" means an office, unit, station, facility, or space at a fixed location other than a principal office, however designated, at which any business that may be conducted at the principal office is transacted.	X					
101 (6)	"Brokered transaction" means a transaction in which a properly licensed broker acts as an agent for the seller, purchaser, or both.		X			"Brokered transaction" means a transaction in which a properly licensed <del>retailer</del> acts as an agent for the seller, purchaser, or both.	
					X	"Certificate" means Arizona Insignia of Approval. Certificates are required for modular manufacture, installation, reconstruction, and rehabilitation work.	Will require renumbering of current definitions.
101 (7)	"Co-brokered transaction" means a transaction in which the listing retailer and the selling retailer are not the same person.		X			"Co-brokered transaction" means a transaction in which the listing retailer and the selling retailer are not the same <del>person</del> .	
					X	"Commercial" means those factory-built buildings with a Use Occupancy Classification other than single-family dwelling.	Will require renumbering of current definitions.
					X	"Construction Office/Trailer" means a single module factory-built building that is used by industry and trade professional for construction site project office purposes and is not used by the public.	Will require renumbering of current definitions.
					X	"Consummation of sale", as defined in ARS 41-2142, includes filing for an Affidavit of Affixture if applicable to the sale.	Will require renumbering of current definitions.
101 (8)	"FBB" means factory-built building.	X					
					X	"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.	Will require renumbering of current definitions.
					X	"HVAC" means heating, ventilation and air conditioning.	Will require renumbering of current definitions.
101 (9)	"Lease with option to purchase" means a lease under which the lessee has the right to purchase the leased property for a specified price and terms.	X					
					X	"Modular" is terminology equal and alternate to factory-built building.	Will require renumbering of current definitions.
101 (10)	"New" means a unit or subassembly not previously sold, bargained, exchanged, or given away to a purchaser.	X					
101 (11)	"Offer to purchase in a brokered transaction" means a written proposal to purchase a used home listed for sale that a broker presents to the seller for acceptance or rejection.		X			"Offer to purchase in a brokered transaction" means a written proposal to purchase a used home listed for sale that a <del>broker-retailer</del> presents to the seller for acceptance or rejection.	
101 (12)	"Open subassembly" means that the components of the subassembly can be readily inspected without being disassembled.			X			
					X	"Permanent installation" means a factory built building that may or may not be accessible for use by the general public, and will be installed at a designated site for six months or longer.	Will require renumbering of current definitions.

101 (13)	"Permanent foundation" means a system of support and perimeter enclosure of crawl space that is: a. Constructed of durable materials (e.g., concrete, masonry, steel, or treated wood); b. Developed in accordance with the manufacturer's installation instructions or designed by a licensed professional 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; d. Designed to exclude unwanted elements and varmints, ensure sufficient ventilation, and provide adequate access to the building; and e. Not anchoring straps or cable affixed to ground anchors other than footings.	X					
101 (14)	"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.	X					
101 (15)	"Reconstruction" means construction work performed on a manufactured home, mobile home, or factory-built building for the purpose of restoring the unit to a usable condition, but does not include work limited to remodeling, replacing, or repairing appliances or components that will not significantly alter the systems or structural integrity of the living area.			X			
				X	"Repair" means work performed on a manufactured home, mobile home, or factory-built building for the purpose of restoring the building to a usable/habitable condition that does not impact the original structure, electrical, plumbing, HVAC/mechanical, use occupancy, or energy design.		Will require renumbering of current definitions.
				X	"Residential" means buildings with a Use Occupancy of single family dwelling, or as governed by the International Residential Code.		Will require renumbering of current definitions.
101 (16)	"Respond" means to furnish the Office of Manufactured Housing or Office of Administration with a written explanation detailing any reasons why a complaint is not justified or the signature of the complainant indicating that the complaint is satisfied with the resolution of the verified complaint.				"Respond" means to furnish the Department Office of Manufactured Housing or Office of Administration with a written explanation detailing any reasons why a complaint is not justified or the signature of the complainant indicating that the complaint is satisfied with the resolution of the verified complaint.		
101 (17)	Retainer means a dealer or broker as prescribed at A.R.S. 9-41-2142 (9) and (10).	X					
				X	"Site or Site Work" means a parcel of land bounded by a property line or a designated portion of a public right of way. Work includes: soil preparation necessary to make the site compatible with the building design and function such as soil analysis, grading, drainage, utility trenches, preparation for foundation system, etc.; finish work including field installed work, terminal and connections, connections to on-site utilities provided by others, accessibility structures, egress paths, parking, lighting, landscaping, etc.		Will require renumbering of current definitions.
101 (18)	"Standards" means the materials incorporated by reference in R4-34-102.	X					
101 (19)	"Supplement" means a submittal of not more than two sheets of paper that indicates floor plan dimensional sizes, does not change more than 25% of a system or configuration, and is incorporated as part of an originally approved plan.		X		"Supplement" means a plan review application submittal of not more than two sheets of paper that indicates floor plan dimensional sizes, does not change more than 25% of a system or configuration, and noting changes to a previously approved plan and is incorporated as part of an originally approved plan.		
101 (20)	"Technical service" means engineering assistance and interpretative application or clarification of compliance and enforcement of A.R.S. Title 41, Chapter 16, Articles 1, 2, and 4 and this Chapter.	X					
				X	"Temporary" means a factory-built building that may or may not be accessible for use by the general public, and shall be installed at a designated site for less than six (6) months.		Will require renumbering of current definitions.
101 (21)	"Typical plan" means a design plan that may be duplicated numerous times.	X					
101 (22)	"Used home" means a used unit that is a previously titled manufactured home, mobile home, or factory-built building designed for use as a residential dwelling.	X					

102	<p><b>Materials Incorporated by Reference</b></p> <p>The following materials, which the Board incorporates by reference, apply to this Chapter. The materials, which include no later amendments of editions, are available from the Board. If there is a conflict between the incorporated material and a statute or rule, the statute or rule controls.</p>	X					
102 (1)	<p>HUD Manufactured Housing Program</p> <p>a. 24 CFR 3280, Manufactured Home Construction and Safety Standards, April 1, 2009, edition, available from the U.S. Government Printing Office, 732 N. Capitol St. NW, Washington, D.C. 20401 or bookstore.gpo.gov;</p> <p>b. 24 CFR 3282, Manufactured Home Procedural and Enforcement Regulations, April 1, 2008, edition, available from the U.S. Government Printing Office, 732 N. Capitol St. NW, Washington, D.C. 20401 or bookstore.gpo.gov;</p> <p>c. 24 CFR 3284, Manufactured Housing Program Fee, April 1, 2008, edition, available from the U.S. Government Printing Office, 732 N. Capitol St. NW, Washington, D.C. 20401 or bookstore.gpo.gov;</p> <p>d. 24 CFR 3285, Model Manufactured Home Installation Standards, April 1, 2008, edition, available from the U.S. Government Printing Office, 732 N. Capitol St. NW, Washington, D.C. 20401 or bookstore.gpo.gov;</p> <p>e. 24 CFR 3286, Manufactured Home Installation Program, April 1, 2009, edition, available from the U.S. Government Printing Office, 732 N. Capitol St. NW, Washington, D.C. 20401 or bookstore.gpo.gov;</p> <p>f. 24 CFR 3288, Manufactured Home Dispute Resolution Program, April 1, 2008, edition, available from the U.S. Government Printing Office, 732 N. Capitol St. NW, Washington, D.C. 20401 or bookstore.gpo.gov.</p>	X					
102 (2)	<p>Factory-built Building Program</p> <p>a. International Building Code (IBC), 2009 edition, available from the International Code Council, 4051 Flossmoor Road, Country Club Hills, IL 60478;</p> <p>b. International Residential Code (IRC), 2009 edition, available from the International Code Council, 4051 Flossmoor Road, Country Club Hills, IL 60478;</p> <p>c. International Mechanical Code (IMC), 2009 edition, available from the International Code Council, 4051 Flossmoor Road, Country Club Hills, IL 60478;</p> <p>d. International Plumbing Code (IPC), 2009 edition, available from the International Code Council, 4051 Flossmoor Road, Country Club Hills, IL 60478;</p> <p>e. International Fuel Gas Code (IFGC), 2009 edition, available from the International Code Council, 4051 Flossmoor Road, Country Club Hills, IL 60478;</p> <p>f. International Energy Conservation Code (IECC), 2009 edition, available from the International Code Council, 4051 Flossmoor Road, Country Club Hills, IL 60478; and</p> <p>g. National Electrical Code (NEC), 2008 edition, available from the National Fire Protection Association, One Batterymarch Park, Quincy, MA 02169.</p>	X					
102 (3)	<p>Installation, Foundation, and Accessory Structures</p> <p>a. Materials incorporated in subsections (1) and (2); and</p> <p>b. 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.</p>	X					
103	<b>Exceptions</b>	X					

103 (A)	The Board makes the following exceptions to the materials incorporated by reference in R4-34-102: 1. International Building Code and International Residential Code. A water or gas connection may be a flexible connector if the flexible connector: 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.	X					
103 (B)	Under A.R.S. § 41-2144 (D), a local jurisdiction may petition the Board for an exception to a standard. The local jurisdiction shall ensure that the petition for an exception: 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.	X					
103 (C)	An exception ordered by the Board applies only within the jurisdiction that petitioned for the exception. The jurisdiction shall comply with any conditions specified in the exception order.	X					
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.	X					
104	<b>Workmanship Standards</b>			X			Covered by code adoption in R4-34-102
104 (A)	All work shall be performed in a professional manner.			X			Covered by code adoption in R4-34-102
104 (B)	All work shall be performed in accordance with any applicable building code and professional industry standards.			X			Covered by code adoption in R4-34-102
104 (C)	If there is a conflict between professional standards and building code requirements, the latter will prevail.			X			Covered by code adoption in R4-34-102
201	<b>General</b>	X					
201 (A)	An administrative review of the application shall be performed within five business days of receipt of an application. The Deputy Director shall issue a conditional license within 14 business days of the Department's receipt of the completed license application and written evidence that the applicant has passed any required license examination. The five day administrative completeness and 14 day substantive review time-frames provide an overall time-frame of 19 days excluding time requirements that are the responsibility of the applicant.	X					
201 (B)	Corporate applicants shall submit a copy of the articles of incorporation, and all amendments to the articles filed with the Arizona Corporation Commission, or, if a foreign corporation, the application for authority to transact business.	X				1. Corporate applicants shall submit: a. A copy of the articles of incorporation, or a copy of the articles of organization, and all amendments to the articles filed with the appropriate agency in the State or country in which incorporated; b. Acceptable evidence that the corporation or limited liability company ("LLC") is in good standing with the appropriate agency in the State or country in which incorporated or organized; c. If a foreign corporation or foreign LLC, copy of authority to transact business in the State of Arizona issued by the Arizona Corporation Commission. 2. Foreign limited partnerships shall submit copy of Certificate of Registration to transact business in the State of Arizona issued by the Arizona Corporation	Not all corporations and LLCs are formed in Arizona. Wording consistent with licensing packet instructions found on website. Foreign corporations/LLCs not currently addressed.

201 (C)	When a retailer or installer licensee changes its legal entity but remains within the scope of the license and retains the same qualifying party, the licensee may request an exemption from any applicable testing requirement, provided the license is in good standing.		X			A change of legal entity requires that a new license be obtained. When applying for a new license, an applicant for either a retailer or installer license may request an exemption from any applicable testing requirement if the new license application identifies the same license classification and same qualifying party as listed on the previously held license, provided the previous license was in good standing.	Requirement for new license stated in ARS 41-2177 (D). Rule better worded.
201 (D)	Upon receipt and review of the applicant's criminal background analysis by the Deputy Director of the Office of Administration, and upon mailing notification to the applicant, the previously issued conditional license is automatically effective as a permanent license to transact business within the scope of the license.		X			Upon receipt and review of the licensee's criminal background analysis by the Deputy Director of the <del>Office of Administration</del> Department , notification will be mailed to the licensee that the issued conditional license is automatically effective as a permanent license to transact business within the scope of the license.	An applicant has no license yet.
					X	Regardless of whether or not a Retailer has contracted to provide for the delivery or installation of a mobile home, manufactured home or residential single-family factory-built building, the Retailer who sells the unit to the purchaser is responsible for knowing the ordinances of the town, city or county if the Retailer knows the site address unless it is otherwise stated in the purchase contract.	Add as 201 (E)
					X	A Retailer who is licensed to sell new units, and who is exempt from the requirement of depositing all monies received from the sales of new units with an independent escrow agent/title company that is licensed to conduct business in this State, shall deposit all monies received for the sales of new units into a trust account or escrow account with a financial institution located in this state. A Retailer may only be exempted from using the services of an independent escrow agent/title company in the sales of all new units if the following requirements are met: 1) the new units will be sited in a mobile home park that is owned by the park owner; 2) at the time of the sale of the new unit, the park owner has on file with the Department the name and address of all mobile home parks owned by the park owner, the name, address and licensed number of the licensed dealership and documentation showing to the satisfaction of the Department that the park owner either holds the Retailer license, owns a majority interest in the Retailer license or is controlled by an entity that holds a controlling interest in the Retailer license; and 3) , the licensed Retailer has posted a surety bond or cash bond in the amount of \$100,000.00 with the Department that covers sales by parks sharing common control.	Clarification of A.R.S. § 41-2180 (C); Add as 201 (F).
					X	Retailers that do not meet the requirements of ARS 41-2180 (C). must use the services of an independent escrow agent/title company that is licensed to conduct business in this State. Regardless of the purchase price, all new manufactured home sales and all new sales of factory-built buildings designed for use as residential dwellings are required to go through an independent escrow agent/title company that is licensed to conduct business in this State.	Add as 201 (G).
202	<b>Manufacturers</b> The Department shall place a manufacturer's license application into one of the following license classes, based on the listed activities that limit the scope of each class:		X			The Department shall place a manufacturer's license application into one of the following license classes, based on applicant's application:	
202 (1)	M-9A Manufacturer of Factory-Built Buildings and FBB Subassemblies		X			M-9A Manufacturer of Factory-Built Buildings <del>and FBB Subassemblies</del>	Obsolete language
202 (1) (a)	Manufactures factory-built buildings and FBB subassemblies, or		X			Manufactures factory-built buildings <del>and FBB subassemblies</del> , or	Obsolete language
201 (1) (b)	Reconstructs factory-built buildings and FBB subassemblies.		X			Reconstructs factory-built buildings <del>and FBB subassemblies</del> .	Obsolete language
202 (2)	M-9C Manufacturer of Manufactured Homes:	X					
202 (2) (a)	Manufactures manufactured homes.	X					
202 (2) (b)	Reconstructs manufactured homes.	X					
202 (3)	M-9E Master Manufacturer: Performs work within the scope of classes M-9A and M-9C	X					
203	<b>Retailers</b> The Department shall place a retailer's license application into one of the following license classes, based on the activities that limit the scope of each class:		X			The Department shall place a retailer's license application into one of the following license classes, based on applicant's application:	
203 (1)	D-8 Retailer of Manufactured Homes or Mobile Homes:	X					

203 (1) (a)	Buys, sells, or exchanges new or used manufactured homes, mobile homes, or accessory structures;		X		Buy, sells, or exchanges new or used manufactured homes; <del>and mobile homes.</del> <del>May sell new or used</del> <del>or</del> accessory structures in the sales agreement for the unit.;	
203 (1) (b)	Acts as an agent for the sale or exchange of used manufactured homes, mobile homes, or accessory structures;		X		Acts as an agent for the sale or exchange of used manufactured homes; <del>or</del> mobile homes that may include pre-existing or new; <del>or</del> accessory structures in the sales agreement for the unit;	
203 (1) (c)	Makes alterations to new manufactured homes before a sale to a purchaser under R4-34-604; or		X		Makes alterations to new manufactured homes before a sale to a purchaser under R4-34-604; <del>or</del>	
203 (1) (d)	Contracts with properly licensed installers or contractors for the installation of manufactured homes, mobile homes, or accessory structures.		X		Contracts with properly licensed installers or contractors for the installation of manufactured homes, mobile homes, <del>or</del> and pre-existing or new accessory structures if these services were included in the sales agreement for the unit.	
203 (2)	D-8B Broker of Manufactured Homes or Mobile Homes:	X				
203 (2) (a)	Acts as an agent for the sale or exchange of used manufactured homes or mobile homes, or  ☐		X		Acts as an agent for the sale or exchange of used manufactured homes or mobile homes; <del>or</del> that may include pre-existing or new accessory structures in the sales agreement for the unit;	
203 (2) (b)	Contracts with properly licensed installers or contractors for the installation of manufactured homes, mobile homes, or accessory structures.		X		Contracts with properly licensed installers or contractors for the installation of used manufactured homes, mobile homes, <del>or</del> and pre-existing or new accessory structures if these services were included in the sales agreement for the unit.	
203 (3)	D-10 Retailer of Factory-Built Buildings and FBB Subassemblies:	X			D-10 Retailer of Factory-Built Buildings <del>and FBB Subassemblies:</del>	
203 (3) (a)	Buys, sells, or exchanges new or used factory-built buildings and FBB subassemblies;		X		Buy, sells, or exchanges new or used factory-built buildings <del>and FBB subassemblies;</del>	
203 (3) (b)	Acts as an agent for the sale or exchange of new or used factory-built buildings and FBB subassemblies;		X		Acts as an agent for the sale or exchange of new or used factory-built buildings <del>and FBB subassemblies that may include pre-existing or new accessory structures in the sales agreement for the unit;</del>	
203 (3) (c)	Makes alterations to new factory-built buildings and FBB subassemblies before a sale to a purchaser;		X		Makes alterations to new factory-built buildings <del>and FBB subassemblies before a sale to a purchaser under R4-34-604; or</del>	
203 (3) (d)	Contractors with properly licensed installers or contractors for the installation of factory-built buildings, FBB subassemblies, and residential single-family factory-built buildings, or accessory structures.		X		Contractors with properly licensed installers or contractors for the installation of factory-built buildings, <del>FBB subassemblies,</del> and residential single-family factory-built buildings, <del>or</del> and accessory structures if these services were included in the sales agreement for the unit.	
203 (4)	D-12 Master Retailer: Performs work within the scope of classes D-8, D-8B, and D-10.		X		D-12 Master Retailer: Performs work within the scopes of classes D-8, D-8B, and D-10.	
204	Installers	X				
204 (A)	The Department shall place an installer's license application into one of the following license classes, based on the activities that limit the scope of each class:		X		The Department shall place an installer's license application into one of the following license classes, based on the applicant's application:	
204 (A) (1)	I-10C General Installer of Manufactured Homes, Mobile Homes, or Residential Single-Family Factory-Built Buildings:	X				
204 (A) (1) (a)	Installs manufactured homes, mobile homes, or residential single-family factory-built buildings on foundation systems;		X			
204 (A) (1) (b)	Installs ground anchors and tie down manufactured homes or mobile homes;		X		Installs ground anchors <del>and tie-down on</del> manufactured homes or mobile homes <del>and residential single-family factory-built buildings;</del>	
204 (A) (1) (c)	Connects water, sanitary waste, gas, and electrical systems of all amperages to the proper onsite utility terminals provided by others;		X			
204 (A) (1) (d)	Installs evaporative coolers and cooler systems on manufactured homes, mobile homes, or residential single-family factory-built buildings;		X		Installs evaporative <del>coolers and cooler systems</del> on manufactured homes, mobile homes, or residential single-family factory-built buildings;	Changed for clarity
204 (A) (1) (e)	Installs roof jack to cooler ducts;	X				
204 (A) (1) (f)	Installs duct work;		X		Installs exterior duct work.	
204 (A) (1) (g)	Provides electrical service and controls to cooler from nearest supply source;		X		Provides electrical service and controls to <del>evaporative cooler</del> from nearest supply	
204 (A) (1) (h)	Provides water to the cooler from the nearest fresh water source; or		X		Provides water to the <del>evaporative cooler</del> from the nearest fresh water source; or	
204 (A) (1) (i)	Performs work as indicated under manufacturer's warranty for the unit.		X		Performs work as indicated under manufacturer's warranty for the <del>unit-</del> manufactured home or residential single-family factory-built building.	

204 (A) (1) (j)					X	Performs repair work, replaces or newly installs to existing mobile homes, manufactured homes, and residential single-family factory-built buildings items a through h above.	
204 (A) (1) (k)					X	May subcontract to properly licensed entities for the installation of mobile homes, manufactured homes, or residential single-family factory-built buildings. May also subcontract to properly licensed entities for the installation of accessory structure(s) in conjunction with the installation of a home.	
204 (A) (2)	I-10D Installer of Accessory Structures attached to Manufactured Homes, Mobile Homes, or Residential Single-Family Factory-Built Buildings:	X					
204 (A) (2) (a)	Installs prefabricated accessory structure units;		X			Installs prefabricated accessory structures units;	
204 (A) (2) (b)	Constructs accessory structures onsite;	X					
204 (A) (2) (c)	Places concrete footings or slabs for accessory structures; or	X					
204 (A) (2) (d)	Contracts with properly licensed contractors for the installation of plumbing, electrical, and mechanical equipment as part of an accessory structure and subcontracts all or any part of the items within this subsection to properly licensed installers or contractors.		X			Must contract with properly licensed contractors for the installation of plumbing, electrical, and mechanical equipment as part of an accessory structure and subcontracts all or any part of the items within this subsection to properly licensed installers or contractors.	"Must" was added for clarity
204 (A) (3)	I-10G Master Installer of Manufactured Homes, Mobile Homes, or Residential Single-Family Factory-Built Buildings:		X			I-10G Master Installer of Manufactured Homes, Mobile Homes, or Residential Single-Family Factory-Built Buildings, or Commerical Single Story Factory-Built Buildings Built on a Chassis with an Electrical System No Greater than 400 Amperes.	This will allow master installers to install the factory built buildings that are comparable to manufactured homes and mobile homes, for example - construction trailers.
204 (A) (3) (a)	Performs work within the scope of classes I-10C and I-10D,		X			Includes the scope of classes I-10C and I-10D;	
204 (A) (3) (b)	Installs evaporative cooling units and refrigeration air conditioning units, or		X			Installs evaporative cooling units. and refrigeration air conditioning units, or--Installs HVAC systems, including connecting electrical wiring, gas connections and ductwork for the HVAC system. Installation does not include the service, maintenance, repair, or discharging, adding or reclaiming refrigerants or any other work that requires	
204 (A) (3) (c)	Subcontracts with properly licensed installers or contractors.			X			Not needed
204 (B)	Installer applicants. In addition to meeting the applicable requirements in subsections (A)(1) through (3), an applicant for an installer I-10C, I-10D, or I-10G license shall:	X					
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 Fire, Building and Life Safety workshop for no more than one year of the three years experience required in this subsection;	X					
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 notarial certificate, indicating that the signer vouches for the truthfulness of the statement as proof of meeting the experience requirement in subsection (B)(1); and	X					
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).	X					
301	Transaction Copies	X					
301 (A)	In all retail transactions, the retailer shall provide the purchaser with completed and signed copies of all documents pertaining to the transaction.	X					
301 (B)	In all brokered transactions, each broker shall provide the client with completed and signed copies of all documents pertaining to the transaction.		X			In all brokered transactions, each broker retailer shall provide the client with completed and signed copies of all documents pertaining to the transaction.	Retailer' would encompass all license classifications.
301 (C)	In a brokered transaction where the purchaser is not represented by an agent, the listing broker shall provide the purchaser with completed and signed copies of all documents pertaining to the transaction.		X			In a brokered transaction where the purchaser is not represented by an agent, the listing-broker retailer shall provide the purchaser with completed and signed copies of all documents pertaining to the transaction.	
301 (D)	In a co-brokered transaction, the listing broker shall provide a copy of the listing agreement to the selling broker, and the selling broker shall provide a copy of all documents pertaining to the transaction to the listing broker.		X			In a co-brokered transaction, the listing-broker-retailer shall provide a copy of the listing agreement to the selling broker retailer, and the selling broker retailer shall provide a copy of all documents pertaining to the transaction to the listing broker-	
301 (E)	A retailer of broker shall maintain records containing all transaction documents.		X			A retailer or-broker shall maintain records containing all transaction documents.	

302	<b>Advertising</b>					
302 (A)	A retailer or broker shall include the retailer's licensed business name in all advertising.		X			A retailer <del>or broker</del> shall include the retailer's licensed business name in all advertising.
302 (B)	A broker shall not advertise or market a used home for more than the listed price.		X			A <del>broker</del> <b>retailer</b> shall not advertise or market a used home for more than the listed price.
303	<b>Brokered Transactions</b>	X				
303 (A)	A broker shall provide a copy of the agency disclosure to the party or parties being represented.		X			A <del>broker</del> <b>retailer</b> shall provide a copy of the agency disclosure to the party or parties being represented.
303 (B)	The seller's broker shall place all earnest money deposits received in connection with a sales transaction in the broker's trust or escrow account in accordance with A.R.S. § 41-2180.		X			The seller's <del>broker</del> <b>retailer</b> shall place all earnest money deposits received in connection with a sales transaction in the <del>broker's</del> <b>retailer's</b> trust or escrow account in accordance with A.R.S. § 41-2180.
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.		X			Upon consummation of a brokered transaction, the seller's <del>broker</del> <b>retailer</b> 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)	Upon consummation of a brokered transaction, the purchaser's broker shall provide the purchaser with a closing statement that includes an accounting of all expenses charged to the purchaser, all pro rations, and all credits.		X			Upon consummation of a brokered transaction, the purchaser's <del>broker</del> <b>retailer</b> shall provide the purchaser with a closing statement that includes an accounting of all expenses charged to the purchaser, all pro rations, and all credits.
303 (E)	In a co-brokered transaction, the seller shall pay the commission shown on the listing agreement as the total commission.	X				
303 (F)	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.		X			The seller's <del>broker</del> <b>retailer</b> 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 (G)	Should the seller elect to finance the unpaid balance reflected on the offer to purchase or purchase contract, the agent shall:	X				
303 (G) (1)	Maintain evidence of the original portion of the purchase price being financed by the seller or agent, and	X				
303 (G) (2)	Maintain evidence that the title has been transferred into the name of the purchaser and that the lienholder's position has been secured on the title.	X				
401	<b>Surety Bond Forms</b> Manufacturers, installers, and retailers except brokers of manufactured homes, mobile homes, or residential single-family factory-built buildings, shall submit the applicable surety bond amount from the list in R4-34-502, with a form provided by the Office of Administration.		X			Manufacturers, installers, and retailers (except those with a D-8B license classification) <del>brokers of manufactured homes, mobile homes, or residential single-family factory-built buildings</del> ; shall submit the applicable a surety bond in the appropriate bond amount from the list in R4-34-502, with on a surety bond form provided by the <del>Department Office of Administration</del> .
			X			1. A change of location of an applicant's or licensee's principal place of business, business name, branch address, license classification, and/or bond amount requires a rider or endorsement to the existing bond and payment of the administrative function fee. The rider or endorsement shall include the new principal place of business address, business name, branch address, license classification, and/or bond amount and acceptance of claims for the previous location, license classification,
402	<b>Cash Deposits</b>	X				
402 (A)	Except for applicants exempt under R4-34-401, any applicant for a license or renewal of a license who desires to post cash in place of a commercial surety bond shall deposit the applicable amount with the Deputy Director of the Office of Administration using any one of the following payment methods:		X			Except for applicants <del>or licensees</del> exempt under R4-34-401, any applicant for a license or <del>renewal of a licensee</del> who desires to post cash in place of a commercial surety bond shall deposit the applicable amount with the Deputy Director of the <del>Department Office of Administration</del> using any one of the following payment methods:
402 (A) (1)	Cash Deposits	X				
402 (A) (2)	Certified check payable to the State Treasurer	X				
402 (A) (3)	Cashier's check payable to the State Treasurer	X				
402 (A) (4)	Bank money order payable to the State Treasurer, or	X				
402 (A) (5)	Postal money order payable to the State Treasurer.	X				

D-8B license classification is bond exempt pursuant to ARS § 41-2179 (A).

ARS § 41-2179 (A) states that a rider to the bond is only needed for change of location of licensee's principal place of business.

A licensee is not required to wait until renewal to post a cash bond. A licensee can decide to post a cash bond at any time. Deciding factors to do so could be: surety company goes out of business and licensee cannot readily find another surety company or the licensee may not qualify for bond renewal with a surety company.

402 (B)	Upon the receipt by the Deputy Director of the Office of Administration of an order from any court for the payment of funds on deposit, the Deputy Director shall make payment according to the court order, at which time the license is suspended under A.R.S. § 41-2179, if applicable. In order to reinstate the license, the licensee shall return the cash deposit to the required balance or, as an alternative, file a commercial surety bond for the full amount and pay all applicable reinstatement fees.	X					
402 (C)	The cash deposit is not transferable.	X					
402 (D)	The applicant shall make the cash deposit in the name of the applicant as it appears on the license application.		X			The applicant or licensee shall make the cash deposit in the name of the applicant or licensee as it appears on the license application or license.	An existing licensee could elect to post a cash bond if their surety company went out of business or if, upon renewal of their surety bond, they were rejected for renewal of the bond.
402 (E)	The applicant may withdraw the cash deposit under the following circumstances:		X			The applicant or licensee may withdraw the cash deposit under the following circumstances:	
402 (E) (1)	The license is not issued;		X			The license is not issued to the applicant;	
402 (E) (2)	The license has been terminated for two years or more by expiration, revocation, or voluntary cancellation, and there are no outstanding claims against the deposit; and	X					
402 (E) (3)	Two years after an applicant files a commercial surety bond as a replacement for the cash deposit, if there are no outstanding claims.		X			Two years after an applicant the licensee files a commercial surety bond as a replacement for the cash deposit, if there are no outstanding claims.	If license is issued, they would be a licensee and not an applicant. Applications are not held or pending for two years.
402 (F)	Upon written request and subsequent approval by the Deputy Director of the Office of Administration, a cash deposit may be withdrawn by the owner of a sole proprietorship, any partner of a partnership, any person with written evidence of authority to withdraw the cash deposit for a corporation, and any other person who can establish legal right to the cash bond.		X			Upon written request and subsequent approval by the Deputy Director of the Department Office of Administration, a cash deposit may be withdrawn by the owner of a sole proprietorship, any partner of a partnership, any person with written evidence of authority to withdraw the cash deposit for a corporation, limited liability company or limited partnership, and any other person who can establish	
501 (A)	The Board shall establish a fee schedule before May 15 for the coming fiscal year.	X					
501 (B)	The Deputy Director of the Office of Administration shall notify all licensees of the established fee schedule before June 1 of each year.	X					
501 (C)	Licensees shall pay fees for the following services and may request a fee schedule from the Office: 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, or 8. Administrative functions.	X					
502 (A)	An applicant shall submit the applicable license bond amount listed for each license class. 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		X			An applicant and/or a licensee shall submit the applicable license bond amount listed for each license class. 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	Licensed installers and manufacturers are required to provide branch bonds.
502 (B)	The Board shall not renew a license unless the applicant's surety bond or cash deposit is in full force and effect.		X			The Board- Department shall not renew a license unless the applicant's- licensee's surety bond or cash deposit is in full force and effect.	An applicant has no license yet.

503	<b>HUD Monitoring Inspection</b> Each manufactured home manufacturer shall pay a fee as established by the U.S. Department of Housing and Urban Development for each unit manufactured in this state. This fee shall be made payable to the Secretary of HUD for purchase of HUD Labels. This fee is in addition to the inspection fee required by R4-34-501(C)(5).			X			Covered in 24 CFR/HUD regulations
504	<b>HUD Label Administration</b> In addition to the fees required under R4-34-501(C), each manufactured home manufacturer shall pay to the Office of Administration a fee of \$5 for each label issued in this state.		X			<b>HUD Label Administration Fee</b> In addition to the fees required under R4-34-501(C), each manufactured home manufacturer shall pay to the <b>Department Office of Administration</b> a fee of \$5 for each label issued in this state.	Improve accuracy of title.
505	<b>Plans and Supplements</b> If a plan or supplement submitted is not acceptable and the licensee fails to supply a complete and correct submittal within 60 days after the date on the notification letter, the Department shall treat the submittal fee originally paid by the licensee as forfeited and return the submittal. Resubmissions shall be accompanied by a new submittal fee.		X			<b>Plans and Supplements</b> If a plan or supplement submitted is not <b>acceptable-complete</b> and the <b>properly licensed entity or person licensee</b> fails to supply a complete and correct submittal within <b>30 60</b> days after the date on the notification <b>letter correspondence</b> , the Department shall <b>treat</b> the submittal fee originally paid by the <b>properly licensed entity or person licensee</b> as forfeited and <b>return</b> the submittal will be denied. <b>It will be the responsibility of the properly licensed entity or person to retrieve plans from the Department within 30 days from the denial or the submittal will be discarded.</b>	
506	<b>Intergovernmental Agreement Permits</b> The permit fee charged by local enforcement agencies participating in the Installation Inspection Program shall not exceed the amount established by the Board for the same service.			X			Covered under R4-34-801 (E)
601	<b>Manufactured Homes</b> A manufacturer shall build a manufactured home according to the standards in R4-34-102.			X			Covered in 24 CFR/HUD regulations
603	<b>Factory-built Buildings and FBB Subassemblies</b>		X			<b>Factory-built Buildings <del>and FBB Subassemblies</del>/Modulars</b>	Integrate "Modular" into the vocabulary for continuity with the rest of the construction industry. Eliminate reference to "Subassemblies", as obsolete.
603 (A)	A manufacturer shall construct a factory-built building or a FBB subassembly according to the applicable standards in R4-34-102(2) and:		X			A manufacturer shall construct a factory-built building <del>or FBB subassembly</del> <b>according to in compliance with</b> the applicable standards in R4-34-102(2) and:	Improve wording. Eliminate reference to "Subassemblies", obsolete.
603 (A) (1)	Provide a complete set of drawings and specifications to the Department under R4-34-703(B);		X			Provide a complete set of drawings and specifications to the Department <b>as required by under</b> R4-34-703(B);	
603 (A) (2)	Affix a permanent serial number to each unit during the first stage of manufacturing. If a unit has multiple sections, the manufacturer shall ensure that each section is separately identified. The serial number location and application method shall be shown in the plans required under R4-34-703(B)(7); and		X			Affix a permanent serial number to each <del>unit</del> <b>factory-built building</b> during the first stage of manufacturing. If a <del>unit</del> <b>factory-built building</b> has multiple sections ( <b>modules</b> ), the manufacturer shall ensure that each <del>section</del> <b>module</b> is separately identified. The serial number location and application method shall be shown in the plans required	Improve terminology.
603 (A) (3)	Affix an Arizona Insignia of Approval to each completed section. The insignia shall indicate the unit serial number and plan approval number, and be located on the unit as indicated in the plans required under R4-34-703(B)(8).		X			Affix an <del>Arizona Insignia of Approval</del> <b>Arizona Insignia of Approval Modular Manufacturer's Certificate</b> to each completed <del>section module</del> . <del>The insignia shall indicate the unit serial number and plan approval number</del> , and be located on the unit as indicated in the plans required under R4-34-703(B)(8).	Introduce "Certificate" and it's requirements.
603 (B)	A manufacturer of a non-residential factory-built building or a FBB subassembly shall comply with 10 A.A.C. 3 relating to the Americans with Disabilities Act Guidelines (ADAAG).			X			Redundant. Covered by IBC as adopted in R4-34-102
603 (C)	The Department may require that a manufacturer of a factory-built building or FBB subassembly produced and shipped before plan approval remove the unit from this state and remove insignias based on the following factors:		X			The Department may require that a manufacturer of a factory-built building <del>or FBB subassembly</del> produced and shipped before plan approval remove the unit from this state and remove <del>insignias</del> <b>certificates</b> based on the following factors:	Continuity.
603 (C) (1)	Probable harm to the public's safety and welfare,	X					
603 (C) (2)	Number of previous violations of a similar nature, and	X					
603 (C) (3)	Unwillingness of the manufacturer to comply with plan submittal and requirements.	X					
604	<b>Alterations</b> A retailer shall ensure that alterations are consistent with the applicable standards and codes, as prescribed in R4-34-704(A).			X			Covered in 24 CFR/HUD regulations
605	<b>Reconstruction</b> A manufacturer shall ensure that reconstruction is consistent with applicable codes, as prescribed in R4-34-704(B).		X			<b>Reconstruction of Factory Built Building</b> A manufacturer shall ensure that reconstruction is consistent with applicable <del>codes</del> <b>standards</b> , as prescribed in <del>R4-34-704(B)</del> <b>R4-34-102(2) and:</b>	Clarify Reconstruction requirements.
605 (1)				X		<b>1. Existing construction shall be structurally sound and compliant with code governing at the time of manufacture.</b>	Clarify Reconstruction requirements.

605 (2)					X	2. Existing systems (electrical, plumbing, HVAC, energy, etc.) shall be sound and compliant with codes governing at time of manufacture.	Clarify Reconstruction requirements.
605 (3)					X	3. New construction, systems, and components shall comply with the applicable standards in R4-34-102(2). Existing construction, systems and components shall comply with the applicable standards when integrating new construction, systems, and components for compliance continuity.	Clarify Reconstruction requirements.
605 (4)					X	4. Affix a permanent serial number to each reconstructed factory-built building per R4-34-603A.2.	Clarify Reconstruction requirements.
605 (5)					X	5. Affix an Arizona Reconstruction Certificate to each module and be located as indicated in the plans required by R4-34-703(B)(8).	Clarify Reconstruction requirements.
605 (6)					X	6. Installation of reconstructed factory-built buildings shall comply with R4-34-701.E.	Clarify Reconstruction requirements.
606	<b>Rehabilitation of Mobile Homes</b>	X					
606 (A)	A rehabilitation permit shall be obtained from the office prior to any modification of the unit.		X			A rehabilitation permit shall be obtained from the Department office prior to any modification of the unit-mobile home.	Improve terminology.
606 (B)	The following requirements shall be met for a mobile home to be issued a certificate of compliance:	X					
606 (B) (1)	A smoke detector (which may be a single station alarm device) shall be installed on any wall in a hallway or space connecting bedroom(s) and living areas. When located in a hallway the detector shall be between the return air intake and the living area. Each smoke detector shall be installed in accordance with its listing. The top of the detector shall be located between 4 inches to 12 inches below the ceiling;		X			A smoke detector alarm (which may be a single station alarm device) shall be installed on any wall in a hallway or space connecting bedroom(s) and living areas; in each sleeping room and outside each separate sleeping area in the immediate vicinity of the bedrooms. When located in a hallway the detector shall be between the return air intake and the living area. Each smoke detector alarm shall be installed in accordance with its listing-manufacturer's installation instructions. The top of the detector shall be located between 4 inches to 12 inches below the ceiling;	Improve continuity with IRC as adopted in R4-34-102
606 (B) (2)	The walls, ceilings, and doors of each gas fired furnace and water heater compartment shall be lined with 5/16 inch gypsum board, unless the door opens to the exterior of the unit in which case the door may be all metal construction. All exterior compartments shall seal to the interior of the unit;		X			The walls, ceilings, and doors of each gas fired furnace and water heater compartment shall be lined with minimum 5/16 inch gypsum board, unless the door opens to the exterior of the unit mobile home in which case the door may be all metal construction. All exterior compartments shall seal to the interior of the unit-	Clarification.
606 (B) (3)	Each room designated expressly for sleeping purposes shall have at least one outside egress window or approved exit device, unless it has an exterior exit door. The window or exit shall have a minimum clear dimension of 22 inches and a minimum clear opening of 5 square feet. The bottom of the exit shall not be more than 36 inches above the floor;		X			Each room designated expressly for sleeping purposes shall have at least one outside egress window or approved exit device, unless it has an exterior exit door. The window or exit shall have minimum clear dimensions of 22 inches and a minimum clear opening of 5 square feet. The bottom of the exit shall not be more than 36 inches above the floor;	Clarification.
606 (B) (4)	All electrical systems shall be tested for continuity to assure that metallic parts are properly bonded, tested for operation to demonstrate that all equipment is connected and in working order, and given a polarity check to determine that connections are proper. The electrical system shall be properly protected for the required amperage load. If the unit wiring is of aluminum conductors, all receptacles and switches rated at 20 amperes or less directly connected to the aluminum conductors shall be marked CO/ALR. Exterior receptacles other than heat tape receptacles, shall be of the ground fault circuit interruptor (GFI) type. Conductors of dissimilar metals (Copper/Aluminum/or Copper Clad Aluminum) must be connected in accordance with NEC Section 110-14; and		X			All electrical systems shall be tested for continuity to assure that metallic parts are properly bonded, tested for operation to demonstrate that all equipment is connected and in working order, and given a polarity check to determine that connections are proper. The electrical system shall be properly protected have adequate over current protection for the required amperage load. If the unit-mobile home wiring is of aluminum conductors, all receptacles and switches rated at 20 amperes or less directly connected to the aluminum conductors shall be marked CO/ALR. Exterior receptacles other than heat tape receptacles, shall be of the ground-fault circuit interruptor (GFI) type. Ground Fault Circuit Interrupter receptacles shall be installed in locations as required by the currently adopted edition of the National Electrical Code. Conductors of dissimilar metals (Copper/Aluminum/or Copper Clad Aluminum)-must shall be connected in	Clarify and improve continuity with NEC. As adopted in R4-34-102.
606 (B) (5)	The unit's gas piping shall be tested with the appliance valves removed from the piping system and piping capped at those areas. The piping system shall withstand a pressure of at least 6 inch mercury or 3 psi gauge for a period of not less than 10 minutes without showing any drop in pressure. Pressure shall be measured with a mercury manometer or a slope gauge calibrated so as to read in increments of not greater than 1/10th pound or equivalent device. The source of normal operating pressure shall be isolated before the pressure test is made. After appliance connections are reinstalled, the piping system and connections shall be tested with line pressure of not less than 10 inches nor more than 14 inches water column air pressure. The appliance connections shall be tested for leakage with soapy water or bubble solution. All gas furnaces and water heaters shall be vented in accordance with UMC Chapter 8.		X			The unit's gas piping shall be tested with the appliance valves removed from the piping system and piping capped at those areas. The piping system shall withstand a pressure of at least 6 inch mercury or 3 psi gauge for a period of not less than 10 minutes without showing any drop in pressure. Pressure shall be measured with a mercury manometer or a slope gauge calibrated so as to read in increments of not greater than 1/10th pound or equivalent device. The source of normal operating pressure shall be isolated before the pressure test is made. After appliance connections are reinstalled, the piping system and connections shall be tested with line pressure of not less than 10 inches nor more than 14 inches water column air pressure. The appliance connections shall be tested for leakage with soapy water or bubble solution. All gas furnaces and water heaters shall be vented installed in accordance compliance with UMC Chapter 8. materials incorporated by reference in	
					X	Exception: If the mobile home is to be relocated following the rehabilitation, the gas test can be performed and inspected as part of the installation inspection at the new location.	

606 (C)	The unit shall be inspected by the office to ascertain compliance with subsection (B).		X		The <del>unit mobile home</del> shall be inspected by the <del>Department office</del> to ascertain compliance with subsection (B).	Improve terminology.
606 (D)	The office shall issue a certification of compliance for each unit in compliance with subsection (B), and affix an insignia of approval to the exterior wall nearest the point of entrance of the electrical service.		X		The office shall issue a <del>certification of compliance</del> rehabilitation certificate for each <del>unit mobile home</del> in compliance with subsection (B), and affix an <del>insignia of approval-rehabilitation certificate</del> to the exterior wall nearest the point of entrance	Improve terminology.
606 (E)	Upon request the office shall issue a waiver for a unit that does not qualify as a mobile home. The category of the unit shall be determined by inspection of the unit or presentation of acceptable documents. The waiver fee is applicable if the category of the unit can be determined to qualify for exemption. If an inspection of the unit is necessary to determine its category, the inspection fee shall apply.			X		Obsolete.
606 (F)	A person served with a correction notice shall make the required corrections within the time period specified in the notice. The time period shall be determined by the office based on the severity of the hazard or violation in the time reasonably needed to make the correction. A minimum of 30 days shall be allowed unless an imminent safety hazard is found, or if the correction has been unreasonably delayed. in either event an Order to Vacate shall be issued to the person occupying the unit.		X		A person served with a correction notice shall make the required corrections within the time period specified in the notice. The time period shall be determined by the <del>Department office</del> based on the severity of the hazard or violation in the time reasonably needed to make the correction. A minimum of 30 days shall be allowed unless an imminent safety hazard is found, or if the correction has been unreasonably delayed. in either event an Order to Vacate shall be issued to the person occupying the <del>unit mobile home</del> .	Improve terminology.
606 (G)	A person occupying a non-rehabilitated unit shall be served with an Order to Vacate that unit within 5 days if on inspection the unit is found to contain an imminent safety hazard.		X		A person occupying a non-rehabilitated <del>unit mobile home</del> shall be served with an Order to Vacate that <del>unit mobile home</del> within 5 days if on inspection the <del>unit mobile home</del> is found to contain an imminent safety hazard.	Improve terminology.
607	<b>Manufacturing Inspection and Certification</b>	X				
607 (A)	The Department shall conduct manufactured home plant certification under R4-34-102(1).	X				
607 (B)	Before issuing insignias the Department shall certify that each manufacturing facility of factory-built buildings or FBB subassemblies is capable of manufacturing the units or subassemblies to the specifications in the approved drawings and the quality assurance manual.		X		Before issuing <del>insignias-Certificates</del> the Department shall certify that each manufacturing facility of factory-built buildings <del>or-FBB subassemblies</del> is capable of manufacturing the <del>units factory-built buildings or-subassemblies</del> to the specifications in the approved drawings and <del>procedures in the approved compliance</del>	Improve terminology. Eliminate reference to "subassemblies" - obsolete.
607 (C)	Unit certification:			X		Covered in 24 CFR/HUD regulations
607 (C) (1)	The Department shall conduct manufactured home certification under R4-34-102(1); and			X		Covered in 24 CFR/HUD regulations
607(C)(2)	Each manufacturer of factory-built buildings, FBB subassemblies, and reconstructed units shall certify compliance with approved plans by affixing an Arizona Insignia of Approval to each unit or subassembly before delivery to a retailer.		X		Each manufacturer of factory-built buildings, <del>FBB subassemblies</del> , and reconstructed <del>units FBBs</del> shall certify compliance with approved plans by affixing an <del>Arizona Insignia of Approval Modular Manufacturer Certificate or Reconstruction Certificate, as appropriate, to each FBB unit or subassembly</del> before delivery to a retailer.	Renumber as 607 (C)
607(D)	Records and reporting:	X				
607 (D) (1)	Each manufacturer of manufactured homes shall report affixing HUD labels, complete any other required reports, and establish and maintain records required under R4-34-102(1); and	X				
607 (D) (2)	Each manufacturer of factory-built buildings, reconstructed units, and FBB subassemblies shall report to the Department affixing Arizona Insignias of Approval by the 15th day of each month.		X		Each manufacturer of factory-built buildings <del>and</del> reconstructed <del>units factory-built buildings, and-FBB subassemblies</del> shall report to the Department affixing Arizona <del>Insignias of Approval Modular Manufacturer and/or Reconstruction Certificates</del> by	Improve terminology. Eliminate reference to "subassemblies" - obsolete.
607 (E)	The Department shall decertify a production facility for any one of the following reasons:		X		The <del>Department</del> <del>Director</del> may <del>shall</del> decertify a production facility for any one of the following reasons:	
607 (E) (1)	An inspector identifies a serious defect existing in more than one unit;		X		An inspector identifies a serious defect existing in more than one <del>unit factory-built buildings</del> .	Improve terminology.
607 (E) (2)	An inspector identifies three or more repetitive failures to specifications in the approved plans, codes, or quality assurance manual;		X		An inspector identifies three or more repetitive failures to specifications in the approved plans, codes, or <del>assurance compliance</del> assurance manual;	Improve terminology.
607 (E) (3)	A licensee within this state fails to produce approved units for more than six consecutive months; or		X		A licensee within this state fails to produce approved <del>units manufactured homes or factory-built buildings</del> for more than six consecutive months; or	Improve terminology.
607 (E) (4)	An out-of-state licensee fails to file quarterly inspection reports for a period of six consecutive months.	X				
607 (F)	Recertification is required upon decertification of a production facility.	X				
607 (F) (1)	The Department shall evaluate the production process to assure the manufacturer's procedures are consistent with the approved plans, codes and quality assurance manual at every stage of production.		X		The Department shall evaluate the production process to assure the manufacturer's procedures are consistent with the approved plans, codes and <del>compliance quality-assurance</del> manual at every stage of production.	Improve terminology.
607 (F) (2)	Upon the manufacturer's successful completion of the recertification process, the Department shall issue insignias to the manufacturer.		X		Upon the manufacturer's successful completion of the recertification process, the Department shall <del>issue insignias resume issuance of Certificates or Labels</del> to the	Continuity.
607 (G)	Inspection of retailer lots:	X				
607 (G) (1)	The Department shall conduct regular inspections of retailer lots to assure compliance with approved plans, standards, and A.R.S. § 41-2195.		X		The Department <del>shall may</del> conduct inspections of retailer lots to assure compliance with approved plans, standards, and A.R.S. § 41-2195.	Allows option.

607 (G) (2)	The Department may require that a manufacturer of units produced and shipped before plan approval remove the units from this state and remove insignias based on the following factors: a. Probable harm to the public's safety and welfare, b. Number of previous violations of a similar nature, and c. Unwillingness of the manufacturer to comply with plan submittal and requirements.				X			Redundant. Covered in 603.
701	<b>General</b>	X						
701 (A)	A. Before construction of a unit or subassembly, a manufacturer shall submit to				X			A. Before construction of a <del>manufactured home or factory-built building unit or subassembly,</del>
701 (A) (1)	The quality assurance manual required by R4-34-702, and				X			The <del>compliance quality</del> assurance manual required by R4-34-702, and
701 (A) (2)	The drawings and specifications required by R4-34-703.	X						
701 (B)	Before performance of any alteration, a retailer shall obtain plan approval under R4-34-704(A).				X			Before <del>performance of any alteration,</del> a retailer shall obtain plan approval under R4-34-704(A) <del>installing a manufactured home, mobile home, or factory-built building in a designated flood prone area, a properly licensed entity or person shall obtain plan approval under R4-34-707. Factory-built building installations shall also comply with</del>
701 (C)	Before installing an accessory structure or ground anchors for a manufactured home, mobile home, or residential single-family factory-built building, an installer shall obtain plan approval under R4-34-705.				X			Before installing an <del>attached accessory structure or ground anchors</del> for a manufactured home, mobile home, or <del>residential single-family</del> factory-built building, a properly licensed entity or person <del>an installer</del> shall obtain plan approval
701 (D)	Before reconstructing a manufactured home or factory-built building, a manufacturer shall obtain plan approval under R4-34-704(B).	X						
701 (E)	Before the installation of a factory-built building a person installing the building shall obtain plan approval under R4-34-706.				X			Before the installation of a factory-built building, a properly licensed entity or person <del>installing the building</del> shall obtain plan approval under R4-34-706.
701 (F)	The Department shall determine whether a submittal is administratively complete within 20 business days after receipt of a submittal. The Department shall review all plans within 20 business days after receipt of a complete submittal. The overall time-frame for plan approval is 40 days, excluding time for requirements that are the responsibility of the applicant.	X						
701 (G)	A manufacturer, retailer, or installer shall provide an original and one copy of each submittal.				X			A <del>manufacturer, retailer, or installer</del> properly licensed entity or person shall provide an original and one copy of each submittal.
701 (H)	A manufacturer, retailer, or installer shall update each plan so that it is consistent with current standards and codes adopted by the Board. Supplements are acceptable for this purpose.				X			A <del>manufacturer, retailer, or installer</del> properly licensed entity or person shall <del>update each submit plans so that it is</del> are consistent with current standards and codes adopted by the Board. <del>Supplements are acceptable for this purpose. Plans previously approved to standards and codes not consistent with current adopted</del>
701 (I)	Plans submitted shall be stamped by an engineer registered by the State of Arizona.				X			Plans, details, and calculations submitted shall be stamped by an engineer registered by the State of Arizona.
701 (J)						X		Plan submittal format:
701 (J) (1)						X		Each sheet shall be a minimum of 8.1/2x11 inches
701 (J) (2)						X		Text shall be a minimum 8 point font size
701 (J) (3)						X		Cover page shall include an index and provide a 3x5 inch blank space near the titleblock
701 (K)						X		A properly licensed entity or person shall complete and submit an application form obtained from the Department.
702	<b>Quality Assurance Manuals</b>				X			<b>Quality Compliance Assurance Manuals</b>
702 (A)	A manufacturer of manufactured homes shall prepare the quality assurance manual required by R4-34-102(1).				X			Improve terminology.
702 (B)	A manufacturer of factory-built buildings and FBB subassemblies shall prepare a quality assurance manual that has all of the following attributes:				X			Covered in 24 CFR/HUD regulations
702 (B) (1)	Format: a. 8 1/2 by 11 inch size, b. An index page, and c. Revision traceability.				X			A manufacturer of factory-built buildings <del>and FBB subassemblies</del> shall prepare a <del>quality compliance</del> assurance manual that has all of the following attributes: Format: a. 8 1/2 by 11 inch size, <del>b. An index page;</del> be. Revision traceability.
702 (B) (2)	Contents:				X			<del>Contents</del> The Manual shall contain:
702 (B) (2) (a)	An organizational chart, by position, of all quality control personnel responsible for compliance of incoming components and in-plant manufacturing activities;				X			An <del>organizational chart, by position, of all quality control personnel responsible for compliance for incoming components and in-plant manufacturing activities-</del> Manufacturer's name and address of the specific factory for which the manual

702 (B) (2) (b)	A description of the quality assurance program adhered to by personnel listed on the organization chart;		X			A description of the quality assurance program adhered to by personnel listed on the organization chart; Table of Contents. The table of contents shall identify the key elements of the compliance control process. Page numbers shall be provided.	Clarify requirements for Compliance Assurance Manual.
702 (B) (2) (c)	A flow chart depicting the minimum in-plant inspection requirements, using stations, a production control routing document, stage of manufacture or type of work control, or an equivalent method of in-plant inspection;		X			A flow chart depicting the minimum in-plant inspection requirements, using stations, a production control routing document, stage of manufacture or type of work control, or an equivalent method of in-plant inspection; Organizational chart showing all positions involved in all aspects of compliance control by title, with a	Clarify requirements for Compliance Assurance Manual.
702 (B) (2) (d)	A description of tests performed and test equipment used;		X			A description of tests performed and test equipment used; Design document control process. The procedures for assuring that current approved design package and/or building plans are available to production and compliance personnel.	Clarify requirements for Compliance Assurance Manual.
702 (B) (2) (e)	A description of procedures for receiving and inspecting construction materials, handling damaged material, and rotating stock;		X			A description of procedures for receiving and inspecting construction materials, handling damaged material, and rotating stock; Material handling methods. The procedures for receiving, storing and handling of materials shall be clearly described. The procedures shall ensure that all materials are handled in such a way as to assure compliance with codes and standards. The procedures shall describe the process for handling rejected materials that assure that rejected materials cannot be	Clarify requirements for Compliance Assurance Manual.
702 (B) (2) (f)	A description of procedures for control of drawings and insignias; and		X			A description of procedures for control of drawings and insignias; and Building Identification System. The building identification system shall require that a unique identifier, serial number, or identification number be permanently marked on each module of each building at the first stage of manufacture and describe how and	Clarify requirements for Compliance Assurance Manual.
702 (B) (2) (g)	A description of recordkeeping procedures.		X			A description of recordkeeping procedures; Factory Layout. A plan showing the layout of the factory and a description of the manufacturing sequence to include the scope of work for each station/work process area, including off line processes.	Clarify requirements for Compliance Assurance Manual.
					X	h. Inspection Checklist. An inspection checklist keyed to the manufacturing sequence, as described in the factory layout, that identifies the inspections and tests to be made at each station/work process area and stage of production. All significant areas of manufacture and all testing shall be included in the checklist. Personnel, by position, responsible for making inspections and signing off of the checklist shall be clearly indicated.	Clarify requirements for Compliance Assurance Manual. Add as subsection (h).
					X	i. Testing Procedures. Step by step procedures shall be included for all tests required by regulation or code. Test equipment shall be identified. Procedures for required checks, recalibration and adjustment of test equipment, and documentation of such, shall be provided.	Clarify requirements for Compliance Assurance Manual. Add as subsection (i).
					X	j. Certificate insignia. Procedures shall be provided that clearly describe the method for control and safekeeping of Certificates, the installation of Certificates on completed buildings, and the required monthly reporting of Certificate status. Persons responsible for these tasks shall be identified by position.	Clarify requirements for Compliance Assurance Manual. Add as subsection (j).
					X	k. Storage of completed buildings. Procedures for the storage of completed buildings at the facility, or otherwise under the control of the manufacturer, including how stored buildings are protected from the elements and other damage, shall be provided.	Clarify requirements for Compliance Assurance Manual. Add as subsection (k).
					X	l. Records. Procedures for the retention of building documents shall be provided.	Clarify requirements for Compliance Assurance Manual. Add as subsection (l).
703	<b>Drawings and Specifications</b>						
703 (A)	A manufacturer of manufactured homes shall submit drawings and specifications that comply with applicable standards in R4-34-102(1).	X					
703 (B)	A manufacturer of factory-built buildings or FBB subassemblies shall submit plans that comply with the applicable standards in R4-34-102(2). The plans shall provide or have the following information or format attributes:		X			A manufacturer of factory-built buildings or FBB subassemblies shall submit plans that comply with the applicable standards in R4-34-102(2). The plans shall provide or have the following information or format attributes:	
703(B) (1)	A set of drawings, process descriptions, component lists, shop drawings, or other documents that specify and identify each component, process, assembly operation, and manufacturing step;		X			A set of Dimensioned drawings and details identifying all, process descriptions, components, specification lists, shop drawings, and or other documents that specify and identify each component, process, assembly operation, and manufacturing step. Include electrical, plumbing, gas and HVAC systems;	
703(B) (2)	A complete set of dimensional views designating the location of all processes performed in the manufacture of the unit or subassembly;		X			A complete set of dimensional views designating the location of all processes performed in the manufacture of the factory-built building unit or	
703(B) (3)	A complete listing of all components and subassemblies by cross identification to usage;		X			A complete listing of all components and subassemblies by cross identification to usage;	
703(B) (4)	A traceable identification for each component and subassembly listed;		X			A traceable identification for each component and subassembly listed;	

703(B) (5)	A complete listing of all processes by cross identification to usage;	X				
703(B) (6)	An onsite foundation specification for each unit for a given soil bearing capacity;		X			An onsite foundation specification for each unit for a given soil bearing capacity- Design analysis calculations for all loads and systems;
703(B) (7)	The location and process for stamping the permanent serial number; and	X				
703(B) (8)	The location of the Arizona Insignia of Approval.		X			The location of the Arizona Insignia of Approval Modular Manufacturer Certificate.
703(B)					X	9. Dimensioned plans and details identifying all components and construction to be field installed.
704	<b>Alterations or Reconstruction</b>		X			<b>Alterations or Reconstruction</b>
704 (A)	Alterations.			X		Alterations covered under HUD standards
704 (A) (1)	A retailer or broker performing any alteration on a unit shall send notice of the alteration to the manufacturer of the unit.			X		
704 (A) (2)	A retailer or broker performing an alteration on a unit shall prepare a detailed set of drawings and specifications that depict all aspects of the alteration and any serial numbers of the unit.			X		
704 (A) (3)	A retailer or broker shall ensure that manufactured home plans comply with the manufactured home construction and safety standards prescribed in R4-34-102(1).			X		
704 (A) (4)	A retailer or broker shall ensure that factory-built building and FBB subassembly plans comply with R4-34-703(B).			X		
704 (B)	Reconstruction.	X				
704(B) (1)	A manufacturer shall comply with the standards in R4-34-102(2) when preparing reconstruction plans.	X				
704(B) (2)	A manufacturer preparing reconstruction plans shall prepare a detailed set of drawings and specifications that depict all aspects of the reconstruction and contain the serial number of the unit.		X			A manufacturer preparing reconstruction plans shall prepare a detailed set of dimensioned drawings and specifications that depict all aspects of the reconstruction including a plan depicting the original configuration and contains the
704(B)					X	3. A manufacturer shall include a certification statement of the existing components, construction, and systems indicating they are structurally sound, functional, and do not pose a life safety threat.
705	<b>Accessory Structures and Ground Anchoring</b>		X			<b>Accessory Structures and Ground Anchoring</b>
705 (A)	Accessory structures.	X				
705(A) (1)	For commercial factory-built buildings, an installer shall comply with the International Building Code when preparing accessory structure plans. For residential single-family factory-built buildings, an installer shall comply with the International Residential Code when preparing accessory structure plans.		X			For commercial factory-built buildings, a properly licensed entity or person an installer shall comply with the International Building Code when preparing attached accessory structure plans. For manufactured homes, mobile homes, and residential single-family factory-built buildings, an installer a properly licensed entity or person shall comply with the International Residential Code when preparing attached accessory structure plans.
705(A) (2)	The Department may approve a design that does not comply with the International Building Code or the International Residential Code based on a demonstration by an Arizona Registered Engineer that the design is engineered to standards at least equivalent to those in the applicable	X				
705(A) (3)	An installer shall submit plans for all accessory structures except skirting, evaporative coolers, refrigeration, air conditioning systems, and storage rooms of less than 120 square feet.		X			A An properly licensed entity or person installer shall submit plans for all attached accessory structures except skirting systems with manufacturer installation instructions and sealed by a registered engineer, evaporative coolers, refrigeration, and HVAC air conditioning systems. and storage rooms of less than 120 square
705 (B)	Ground anchoring plans shall be certified by a registered engineer or approved by the Office of Manufactured Housing so that anchoring systems resist overturning and lifting effects of the wind.			X		
705(B) (1)	An installer shall comply with the applicable requirements in R4-34-102 or the manufacturer's installation manual when preparing ground anchoring plans. If neither apply, the Department shall compare the plans to those of an equivalent, current installation to determine whether the plans are approveable.			X		
705(B) (2)	The plans shall be of sufficient detail and description that all materials, dimensions, and processes can be readily identified.			X		
706	<b>Factory-built Building Installation</b>					
706 (A)	An installer shall complete and submit an application form obtained from the Department.			X		Moved to 701
706 (B)	An installer shall include the following in the installation plans:		X			An installer properly licensed entity or person shall include the following in the installation plans:
706(B) (1)	The site plans, including the location of the building and location of all utility lines;	X				

706(B)(2)	The foundation plans, including:	X				
706(B)(2)(a)	A description of the soil class and the soil bearing pressure;	X				
706(B)(2)(b)	Footings designed to meet the minimum bearing pressure at the depth required;		X			Footings and/or other foundation supports designed to meet the minimum bearing pressure at the depth required and any site conditions;
706(B)(2)(c)	A complete set of drawings indicating dimensions and details of the foundation footing and anchoring; a complete list of materials, and a cross-identification of how materials will be used, in the appropriate view; and	X				
706(B)(2)(d)	Calculations, prepared by an engineer, for all load conditions, including wind loads for horizontal loads, uplift loads, overturning; and horizontal and torsional earthquake effects on foundations.	X				
706(B)(3)	Electrical drawings, including the isometric one-line diagram required by R4-34-102(2)(g), that contain the following information:	X				
706(B)(3)(a)	Size and type of conductors, length of feeders, and all amperage;		X			Quantity, size and type of conductors; and length of feeders; and all amperage;
706(B)(3)(b)	Dimensions of gutterways and raceways;	X				
706(B)(3)(c)	Complete details of panelboards, switchboards, and distribution centers; and		X			Complete details of panelboards, switchboards, and distribution centers which include total load amperage and fault current calculations; and
706(B)(3)(d)	All grounding and bonding connections.		X			All grounding and bonding connections including grounding electrode provisions.
706(B)(4)	Plumbing drawings, including any one-line diagrams required by R4-34-102(2)(d) and (e) that contain the following information:	X				
706(B)(4)(a)	Location of sewer tap, water meter, and gas meter;	X				
706(B)(4)(b)	Size, length, and all materials for sewer, water, and gas lines; and		X			b. Size, length, and all materials for sewer, water, and gas lines; and
706(B)(4)(c)	Location of all cleanouts and grade of sewer line.		X			c. Location of all cleanouts and grade of sewer line.; and
706(B)(4)				X		d. Fixture unit calculations for plumbing and gas fixtures.
706(B)				X		5. Fastening/closure details for connection of multiple modules
706				X		C. Dimensioned plans and details of all components and construction not completed by the manufacturer that is to be field installed.
707				X		Designated Flood Prone Area Installation
707				X		A. A properly licensed entity or person shall include the following in the designated flood prone area installation plan submittal:
707(A)				X		1. The site plan identifying the location of the manufactured home, mobile home, or factory built building;
707(A)				X		2. A copy of the designated flood use permit or flood design conditions issued by the local enforcement agency which includes the flood zone type, regulatory flood, and base flood elevations;
707(A)				X		3. Site specific foundation plans sealed by a current state of Arizona engineer, to include:
707(A)				X		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(A)				X		b. A complete list of materials, and a cross-identification of how materials will be used in the appropriate view;
707(A)				X		c. Frame of structure noted at or above the regulatory flood elevation;
707(A)				X		d. External utilities and equipment at or above the regulatory flood elevation;
707(A)				X		e. Flood vents and/or openings for enclosed foundation systems; and
707(A)				X		f. Calculations, prepared by an engineer, for all load conditions
707(A)				X		4. Written approval for the site plan and foundation system by the local flood district administrator having authority
801	Permits	X				
801(A)	A licensee or consumer shall obtain a permit for the installation of manufactured homes, mobile homes, factory-built buildings, accessory structures, or rehabilitation of mobile homes.		X			A licensee or consumer properly licensed entity or person shall obtain a permit for the installation of manufactured homes, mobile homes, factory-built buildings, attached accessory structures, or rehabilitation of mobile homes.
801(B)	The Department shall issue or deny a permit within seven business days from the date the application is received.		X			The Department shall issue or deny a permit within seven business days from the date the application is received. Corrections to issue(s) identified with an application shall be submitted to the Department within twenty business days from

801 (C)	A licensee or consumer shall obtain a permit before beginning any work and post the permit in a conspicuous location onsite. The licensee who contracts to install a unit or a licensed installer who subcontracts to perform the installation shall verify that a valid installation permit has been obtained before beginning the installation.		X			<del>A licensee or consumer properly licensed entity or person shall obtain all required permit(s) such as zoning, flood plain, installation, etc. from the local enforcement agency and the Department before beginning any installation work and post the. All permits shall be posted</del> in a conspicuous location onsite. The <del>licensee properly licensed entity or person</del> who contracts to install a unit <del>or</del> and a licensed installer who subcontracts to perform the installation shall verify that all <del>valid installation-required permits have</del> been obtained <del>from the Office and local authorities having jurisdiction before</del>	
801 (D)	Local jurisdictions that have entered into agreement with the Department may issue installation permits and conduct inspections.	X					
801 (E)	A permit fee shall be charged by the Department or the local authority participating in the installation inspection program. The fee charged by the Department shall be the amount established by the Board under A.R.S. § 41-2144 (A)(4). The fee charged by a local jurisdiction shall not exceed the amount established by the Board under § 41-2144(A)(4).		X			A permit fee shall be charged by the Department or the local <del>authority having-jurisdiction enforcement agency</del> participating in the installation inspection program. The fee charged by the Department shall be the amount established by the Board under A.R.S. § 41-2144 (A) (4). The fee charged by a local <del>jurisdiction- enforcement agency</del> shall not exceed the amount established by the Board.	
801 (F)	Every permit except a special use permit expires six months from the date the permit is issued. The Department may extend the permit for good cause.		X			Every permit except a special use permit expires six months from the date the permit is issued. <del>A permit becomes null and void if work is not commenced or completed within that timeframe.</del> The Department may extend the permit for good cause <del>upon written request and prior to the expiration date of the permit, and payment of fee as established by the Board under A.R.S. § 41-2144 (A) (4).</del>	
801 (G)	A licensee or consumer shall obtain a certificate of occupancy from the Department before occupying a commercial factory-built building.		X			A <del>licensee-properly licensed entity or consumer</del> person shall obtain a certificate of occupancy from the Department before occupying a <del>manufactured home, mobile home or commercial</del> factory-built building.	
801 (H)	A permit holder, owner, or contractor shall call for all required inspections.		X			A permit holder, <del>owner, or contractor designee</del> shall <del>call</del> make a request for all required	
801 (I)	All work listed on the permit shall be accessible (opened) for inspections.		X			It shall be the responsibility of the properly licensed entity or permit designee to cause the work to remain accessible and exposed for inspection purposes and to provide access to and means for inspections of such work. <del>Work shall not be done beyond the point indicated in each successive inspection without first obtaining the</del>	
801 (J)	Approved plans or the manufacturer's installation manual shall be available onsite.		X			Approved plans for the installation, flood zone installation specifications, accessory structures, <del>or the manufacturer's installation manual</del> instructions, and all other relevant documents shall be available onsite.	
801 (K)	A special use permit for factory-built buildings used for events of 45 days or less shall be obtained from the Department. The permit expires 45 days from the date of purchase. The unit shall be removed from the site when the permit expires.	X					
802	<b>General Installation</b>	X					
802 (A)	An installer or contractor shall affix and complete an Arizona Insignia of Approval to each manufactured home, mobile home, or single-family factory-built building at the tail-light end of each unit, approximately one foot up from the floor and one foot in from the road side. "Road side" means the right side of the unit when viewing the unit from the hitch. The installer or contractor shall affix the insignia before calling the Office for an inspection.		X			An <del>installer or contractor properly licensed entity</del> shall affix <del>complete and complete</del> affix an Arizona <del>Insignia of Approval-Installation Certificate</del> to each manufactured home, mobile home, or <del>single-family</del> factory-built building at the <del>tail-light end of each unit, approximately one foot up from the floor and one foot in from the road-side</del> opposite the hitch and adjacent to the manufacturer certificate or HUD label. <del>"Road side" means the right side of the unit when viewing the unit from the hitch.</del> The installer or contractor shall affix the <del>insignia-Installation Certificate</del> before calling the	
802 (B)	An installer or contractor shall make a report by the 15th of each month regarding compliance with subsection (A).		X			An <del>installer or contractor properly licensed entity</del> shall submit <del>make a report to the Department</del> by the 15th of each month <del>regarding compliance with subsection (A)- listing all Installation Certificates affixed in the preceeding month.</del>	
802 (C)	An installer or contractor shall check with local jurisdictions for frost line requirements governing permanent foundations or utilities.		X			An <del>installer or contractor properly licensed entity</del> shall check-verify with local jurisdictions <del>for frost-line requirements governing permanent foundations or utilities-any local ordinances pertaining to the installation prior to installing a mobile home, manufactured home, or factory-built building.</del>	
802 (D)	An installer or contractor shall install multi-sectional manufactured homes manufactured after June 30, 1977, according to the manufacturer's instructions for joining the sections, making utility cross-over connections, and providing center (marriage) line and perimeter supports if the instructions are consistent with this Chapter.		X			An <del>installer or contractor properly licensed entity</del> shall install <del>multi-sectional</del> all new manufactured homes, <del>manufactured after June 30, 1977, according to the manufacturer's instructions for joining the sections, making utility cross-over connections, and providing center (marriage) line and perimeter supports if the instructions are consistent with this Chapter-used</del> manufactured homes, and mobile homes <del>according to the materials incorporated by reference in R4-34-102.</del>	Clarification that the installation standards for new is applied to all mobile homes and manufactured homes. FBB Installation is covered in 706.

802 (E)					X	A <del>licensee-properly licensed entity</del> that contracts with a <del>consumer</del> -person for an installation shall perform or contract for any site preparation necessary to make the site compatible with the manufactured home, mobile home, or <del>residential single-family</del> factory-built building to be installed. The <del>licensee properly licensed entity</del> may contract with a licensed installer or other qualified professional to assess site and soil compatibility or perform any necessary preparation work. The <del>party</del> -entity actually performing the site compatibility assessment or work is primarily responsible for work related to site compatibility or preparation. The <del>licensee-properly licensed entity</del> that contracts with the consumer, if a different entity, is	Moved from 803 (A)
802 (F)					X	The installation of a mobile home, manufactured home, or factory-built building shall only be performed by a properly licensed entity.	Number as 802 (F)
803	<b>Soil and Materials</b>				X		
803 (A)	A licensee that contracts with a consumer for an installation shall perform or contract for any site preparation necessary to make the site compatible with the manufactured home, mobile home, or residential single-family factory-built building to be installed. The licensee may contract with a licensed installer or other qualified professional to assess site and soil compatibility or perform any necessary preparation work. The party actually performing the site compatibility assessment or work is primarily responsible for work related to site compatibility or preparation. The licensee that contracts with the consumer, if a different entity, is secondarily responsible.				X		Renumber as 802 (E)
803 (B)	Soil Preparation				X		
803 (B)(1)	Unless contrary to law, an installer or contractor shall:				X		
803 (B)(1)(a)	Divert any surface water away from the dwelling, any accessory structures, and their support components;				X		
803 (B)(1)(b)	Provide sufficient drainage to prevent standing water and soil saturation detrimental to structures;				X		
803 (B)(1)(c)	Establish soil grades that slope away from the dwelling, any accessory structures, and their support components; and				X		
803 (B)(1)(d)	Compact all fill and backfill within 6 feet of the perimeter of the unit to prevent displacement.				X		
803 (B)(2)	When determining soil compaction an installer or contractor shall:				X		
803 (B)(2)(a)	Assume a minimum bearing capacity of 1,000 psf; or				X		
803 (B)(2)(b)	Test and prove a minimum bearing capacity of 1,000 psf to the onsite inspector; or				X		
803 (B)(2)(c)	Adhere to the specifications of a registered engineer, provided onsite, to an inspector.				X		
803 (C)	Materials: An installer or contractor shall use materials that comply with applicable standards incorporated in R4-34-102.				X		
803 (D)	Footings: An installer or contractor shall:				X		
803 (D)(1)	Place each footing on a surface capable of distributing equalized transfer of applied loads;				X		
803 (D)(2)	Calculate and use the minimum size of each footing, necessary to minimize settling of the unit accounting for local soil conditions;				X		
803 (D)(3)	Use piers with a maximum square base of 11 1/2 inch installed on 12 inch by 12 inch footings to support mobile and manufactured homes manufactured before January 1, 1984;				X		
803 (D)(4)	Use main frame blocking installed on footings with 144 square inches of surface placed 3 feet, 6 inches from center, or footings with 256 square inches of surface placed at 6 foot intervals to support manufactured homes manufactured on or after January 1, 1984;				X		
803 (D) (5)	Use footing material with one of the following attributes:				X		
803 (D)(5)(a)	Minimum 3/4-inch thick plywood or two layers of 5/8-inch thick plywood no less than 12 inches wide. The plywood shall be Grade CDX APA Rated Sheeting Exposure 1, PSI-treated for ground contact, conforming to International Building Code or International Residential Code, as applicable under R4-34-102(2)(a) or (b).				X		
803 (D)(5)(b)	Minimum 2-inch nominal thickness wood no less than 12 inches wide, and treated for ground contact, conforming to the International Building Code or the International Residential Code, as applicable under R4-34-102(a) or (b);				X		

803 (D)(5)(c)	Minimum 3-inch thick precast concrete pad with either 256 or 144 square inches of ground surface. The concrete shall have a minimum of 28 days compressive strength of not less than 4000 pounds per square inch; or			X		
803 (D)(5)(d)	Hard plastic pad with either 256 or 144 square inches of ground surface. The plastic pad shall withstand a minimum vertical concentrated load failure rating of 15,000 pounds when tested on very dense and coarse gravel soils. "Failure" means that a crack at least 4 inches in length has appeared anywhere on the pad or the pad's surface has curled or bowed.			X		
803 (D)(6)	Stack plywood with face grain perpendicular and fasten the plywood with corrosion-resistant nails or 7/16-inch wide-crown staples or screws;			X		
803 (D)(7)	Fasten wood products that are stacked with corrosion-resistant nails or 7/16-inch wide-crown staples or screws;			X		
803 (D)(8)	Not use any 2-inch thick piece of wood with split penetration greater than 4 inches into the end of the piece and parallel to the edges of the piece;			X		
803 (D)(9)	When precast concrete pads are stacked, use pads with equal sized surface sides;			X		
803 (D)(10)	When concrete masonry unit (CMU) building blocks are used for supports, use only 256 square inch ground and 8 inch by 16 inch caps;			X		
803 (D)(11)	Stack plastic pads only when the pad is provided with an interlocking system; and			X		
803 (D)(12)	Stack no more than two equal sized concrete pads per support.			X		
803 (E)	Supports (piers): An installer or contractor shall:			X		
803 (E)(1)	Place supports or piers on footings that do not exceed the size of the footing;			X		
803 (E)(2)	Ensure that supports or piers bear no greater load than 8,000 pounds;			X		
803 (E)(3)	Ensure that supports or piers have a minimum vertical concentrated load failure rating of 15,000 pounds;			X		
803 (E) (4)	Not use supports with a height in excess of 36 inches or less than 12 inches for more than 25% of the supports along the main beams of the chassis, including footing;			X		
803 (E)(5)	For a below ground installation, ensure that the height of the bottom of the perimeter rim joist is a minimum of 6 inches above finished grade;			X		
803 (E)(6)	Ensure that the height of the bottom of the floor joist is a minimum of 18 inches above soil base unless otherwise specified by the manufacturer in instructions consistent with this Chapter;			X		
803 (E)(7)	Locate supports or piers under the main beams of the chassis at intervals no greater than 6 feet and no more than 2 feet from either end of each main beam. When intervals no greater than 6 feet are not feasible because of running gear, supports shall be located as close as possible to the running gear with the remainder of the supports spaced according to the 6 and 2 foot			X		
803 (E)(8)	Stagger the flanges on top of supports or piers so that every other flange is on the opposite side of the beam; and			X		
803 (E)(9)	Construct permanent support heights to the International Building Code or the International Residential Code as applicable under R4-34-102(2)(a) or (b).			X		
803 (F)	Wedges: An installer or contractor shall:			X		
803 (F)(1)	Use two wedges in alignment per support;			X		
803 (F)(2)	Use wood wedges that are a minimum of 1 1/2 inches by 3 1/2 inches by 6 inches; and			X		
803 (F)(3)	Drive wedges in tightly so that the height developed does not exceed 2 inches at the support; and			X		
803 (F)(4)	Provide each I-Beam of the building with full bearing on the wedge; or			X		
803 (F)(5)	Use listed or approved shimming material according to the manufacturer's wedge instructions; or			X		
803 (F)(6)	Use material and methods designed by an Arizona professional engineer or architect and approved by the authority having jurisdiction.			X		
803 (G)	Anchoring: An installer or contractor shall use an anchoring system that is certified by a registered, professional engineer.			X		
803 (H)	Snow/Wind Loads			X		

803 (H)(1)	Under 24 CFR 3282.11 and 3280.305, the authority having jurisdiction may not require manufactured homes to be built or installed to a snow load greater than 20 pounds per square foot unless the jurisdiction has received approval from HUD.			X		
803 (H)(2)	Manufactured homes may be manufactured and installed, at the owner's option, to withstand greater than a 20 pound snow load. An installer or contractor shall install these units according to the manufacturer's instructions for the foundation support system if the instructions are consistent with this Chapter.			X		
803 (I)	Permanent Foundation Systems			X		
803 (I)(1)	An installer or contractor shall install factory-built buildings in compliance with R4-34-102(2).			X		
803 (I)(2)	An installer or contractor shall install manufactured and mobile homes according to the manufacturer's permanent foundation requirements or sealed engineered plans if the requirements or plans are consistent with this			X		
804	Utilities			X		Covered in 24 CFR 3285
804 (A)	Utility service facilities. An installer or contractor shall not enter into an agreement to connect units to utility service facilities that are not compatible with the units.			X		
804 (B)	Electric. An installer or contractor shall make all electric connections or installations according to the National Electric Code.			X		
804 (B)(1)	An installer or contractor shall connect manufactured or mobile homes using a piece of flexible metal conduit no greater than 36 inches and no less than 18 inches long. The installer or contractor shall use liquidtight, flexible metal conduit when a manufactured home is set at ground level or in a wet location. The installer or contractor shall connect the flexible metal conduit at the location so that only the rigid conduit emerges from the ground and the conduit extends at least 6 inches above ground level.			X		
804 (B)(2)	When service equipment is installed on a manufactured home, an installer or contractor shall install the grounding electrode in compliance with the National Electrical Code. The following items shall be installed according to the National Electrical Code:			X		
804 (B)(2)(a)	Feeder size according to Table 310.15(B)(6),			X		
804 (B)(2)(b)	Power supply cord according to 550.10, and			X		
804 (B)(2)(c)	Conduit according to Chapter 9 (including Annex C).			X		
804 (C)	Sewer. An installer or contractor shall make sewer connections or installations in compliance with the International Plumbing Code.			X		
804 (D)	Water. An installer or contractor shall make water connections or installations in compliance with the International Plumbing Code.			X		
804 (E)	Gas. An installer or contractor shall make gas connections or installations in compliance with the International Fuel Gas Code.			X		
804 (E)(1)	The installer or contractor shall perform a gas test with the gas appliance flex connectors capped and the valves in the open position. The installer or contractor shall pressurize the systems at 6 inches of mercury (45 ounces of mercury) or 3 psi gauge for 15 minutes. The system passes if there is no drop in pressure during the test. Pressure shall be measured with a mercury manometer or slope gauge calibrated in increments not greater than 1/10th of a pound, or an equivalent device. The source of normal operating pressure shall be isolated before the pressure test.			X		
804 (E)(2)	The flexible connector shall not be more than 6 feet long.			X		
804 (E)(3)	Flex connectors are not required for permanent foundations systems.			X		
804 (F)	Mechanical. An installer or contractor shall make mechanical connections and installations in compliance with the International Mechanical Code and the International Energy Conservation Code.			X		
805	Accessory Structures	X				
805 (A)	For the purpose of A.R.S. § 2142 (1), the word "attached" means fastened to a manufactured or mobile home or residential single-family, factory-built building at the time of its installation and removable without degradation of the structural integrity of the unit.		X			For the purpose of A.R.S. § 2142 (1), the word "attached" means fastened by any means to a manufactured or mobile home or residential single-family, factory-built building at the time of its installation. <del>and removable without degradation of the structural integrity of the unit.</del>

805 (B)	An installer or contractor shall install, assemble, or construct each accessory structure in compliance with applicable standards incorporated by reference in R4-34-102(3).		X			An installer or contractor shall install, assemble, or construct each accessory structure in compliance with applicable standards incorporated by reference in <del>R4-34-102(3)</del> . A retaining wall shall be designed and constructed per the standards in R4-34-102 (2) whether attached or not. The retaining wall shall be included as part of the foundation system of a manufactured home, mobile home, or factory built building and is subject to plan review under R4-34-701 (C).	
805 (C)	An installer or contractor installing manufactured homes, mobile homes, or factory-built buildings shall provide an opening that permits access to the underfloor area. If the access is through the skirting, retaining wall, or perimeter foundation wall, the access opening shall measure at least 18 inches by 24 inches.			X			Covered in 24 CFR 3285
805 (D)	The Department shall approve or reject plans as prescribed in R4-34-705.			X			Covered in R4-34-705
805 (E)	Above or Below Grade Skirting			X			Covered in 24 CFR 3285
805 (E) (1)	For all skirting, an installer or contractor shall:			X			
805 (E) (1) (a)	Provide an 18 inch by 24 inch minimum access crawl hole,			X			
805 (E) (1) (b)	Ventilate skirting according to the International Building Code or the International Residential Code, and			X			
805 (E) (1) (c)	Install skirting according to this Chapter or the manufacturer's instructions if the instructions are consistent with this Chapter.			X			
805 (E) (2)	For below grade skirting, an installer or contractor shall design and construct skirting as a retaining wall according to the International Building Code or the International Residential Code.			X			Modified as 805 (B), above
1001	<b>Rehearing or Review</b>	X					
1001 (A)	A party may amend a petition for rehearing or review filed under A.R.S. § 41-2184 at any time before it is ruled upon by the Director. The opposing party may file a response within 15 days after the date the petition or amended petition is filed. The Director may require the filing of written briefs explaining the issues raised in the petition and provide for oral argument.	X					
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. § 41-2184 (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.	X					
1001 (C)	When a petition for rehearing or review is based upon affidavits, they shall be served with the petition. An opposing party or the Attorney General may, within 10 days after service, serve opposing affidavits.	X					
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 petition for rehearing or review, timely served, for a reason not stated in the motion.	X					

**2015**  
**BOARD MEETING**  
**SCHEDULE**



# **2015 OMH BOARD MEETING SCHEDULE**



*All meetings are tentatively scheduled  
the 3<sup>rd</sup> 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.**

- ~~**April 15, 2015**~~

**Rescheduled to April 22, 2015**

- ~~**July 15, 2015**~~

**Rescheduled to August 26, 2015**

- **October 21, 2015**