

**STATE OF ARIZONA
DEPARTMENT OF HOUSING**

1110 WEST WASHINGTON, SUITE 280 PHOENIX, ARIZONA 85007

PHONE: 602-771-1000

EMAIL: ADOHPlanReview@azhousing.gov

Website: <https://housing.az.gov/>

Plan Review Application Instructions

Identify the type of plan review requested.

Factory Built Building Installation – Plans and calculations submitted for the installation of a factory built building. (Commercial or residential)

- Provide a completed ADOH Plan Review Application. (Available on our website)
- Provide a PDF copy of the original approved building plans by this Department; must include cover sheet with design criteria, floor plan(s), and Electrical Panel Schedules; all with original ADOH approval stamp(s).
- Refer to and include the Installation Plan Checklist for information to be included in plan submittal documentation.
- If the unit is in a designated flood prone area, refer to the Flood Plan checklist for additional information to be provided along with the application.

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

Two application types below include foundation systems that vary from manufacturer's instructions.

Flood Plain – Plans and calculations submitted for a manufactured home or mobile home to be installed in a designated flood prone area.

- Provide a completed ADOH Plan Review Application.
- Refer to and include the Flood Zone Installation Checklist for information to be included in plan submittal documentation.

Accessory Structure – Plans and calculations submitted for structures attached as accessory to a manufactured home, mobile home, or factory built building.

- Provide a completed ADOH Plan Review Application.
- Refer to and include the Accessory Structure Checklist for information to be included in plan submittal documentation.

Use this application type for all: pit-set, ground snow load, frost depth, skirting, or other foundation systems designed outside the manufacturer installation instructions.

The above three approved plan types can be supplemented. This is for minor changes to a few sheets, if the changes are too drastic, the application will be canceled and a new application will be required.

Supplement Plan - documents/details/calculations noting modifications to a plan previously issued a prior approval.

- Provide a completed ADOH Plan Review Application.
- Digital PDF copy of the originally approved plans.
- Detailed narrative of the changes proposed with the supplemental.
- Plans, details, and calculations supporting the proposed changes.

Factory Built Building Manufacturers Only:
These type of reviews are for ADOH licensed manufacturers only:

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

Compliance Control Manual – Documents submitted by a manufacturer licensed by the Department of Housing that details the factory operations and measures to insure quality control.

- Provide a completed ADOH Plan Review Application. (Available on our website)
- Refer to and include the Compliance Manual Checklist for information to be included in plan submittal documentation.

Factory Built Building-New building plans – Plans and calculations submitted by a manufacturer licensed by the Department of Housing for the construction of a factory built building.

- Provide a completed ADOH Plan Review Application.
- Refer to and include the Factory Built Building Plan Checklist for information to be included in plan submittal documentation.

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

- Provide a completed ADOH Plan Review Application.
- Refer to and include the Reconstruction Checklist for information to be included in plan submittal documentation.

**ALL RECONSTRUCTION APPLICATIONS REQUIRE PRIOR EVALUATION FROM MHBD STAFF.
ANY APPLICATION SUBMITTED WITHOUT A LETTER FROM MHBD STAFF WILL BE CANCELLED
CONTACT PLAN REVIEW STAFF FOR EVALUATION ASSISTANCE.**

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Important Notes:

- ✓ All applications will receive two attempts to be accepted in as complete and all accepted applications have three attempts for approval; applications that are not complete within the above guidelines will be forfeited.
- ✓ All plan review applications are to be uploaded to the e-Licensing Solutions portal. (Available on our website)
- ✓ A copy of the application, checklist, documents, and plans for review are to be in (unlocked) pdf format.
- ✓ Digitally signed or locked documents are not accepted for plan review.
- ✓ All plans, details, and calculations shall be sealed by an Arizona registered engineer.
- ✓ The 'Required' scope of the application is essential and the more details the smoother the plan review typically is.
- ✓ Permits for installation require a separate application and fee from approved building plan applications.
Refer to the ADOH website for factory built building installation permit information.