

INSTRUCTIONS FOR COMPLETING & SUBMITTING MANUFACTURED HOME INSTALLATION PERMIT APPLICATION **by mail or over the counter**

Applying for a Manufactured Home Installation Permit Application by mail or over the counter is a multi-step process, below are the required steps you must complete:

Complete the Manufactured Home Installation Permit Application
Instructions for completing Application Information:

1. Check applicable boxes for:
 - All utilities that will be connected
 - Attached accessory structures
 - Plan approval information
2. Owner Information –Provide information as noted.
3. Installation Address –*Installation address must match the local authority Planning & Zoning Permit.*
4. Description:
 - Unit Manufacturer
 - Serial number –also known as VIN number
**If the home is currently being built and the information is not available please note “To Be Determine” or “TBD”.*
 - Date of Manufacture or Year
 - Size –box size
5. Unit Installer Information –Installer and/or Contractor information performing the installation of the home.
6. Accessory Installer Information –Installer and/or Contractor information performing attached accessory structures installation.

*****To add additional Installers and/or Contractors, please use Subcontractor Supplement Form*****

7. Dealer Information: *If the home was not purchased from a dealer, please note “Private Sale”, “Owner” or “N/A”.*
8. Permit Purchaser –Contact person that is responsible for the submittal.
9. If the home was built prior to June 15, 1976 –**must complete page #2**, Provide information as noted.
10. Subcontractor Supplement Form –Page #3
List all licensed installers/contractors associated with the installation, utility connections and all attached accessory structures of the manufactured/mobile home.

**PLEASE ENSURE PERMIT APPLICATION IS COMPLETELY FILLED
OUT AND LEGIBLE –Delays will result with incomplete and illegible
submittals**

DOCUMENTS REQUIRED TO ACCOMPANY APPLICATION

Please note the following documents are required with the submittal:

- Complete copy of the Planning & Zoning Permit from the local authority having jurisdiction
- Floodplain Permit from the local authority having jurisdiction –*if applicable*
- Flood zone site specific plan approval application sheet issued from our Office with the FLD plan number noted –*if applicable*

PAYMENT:

Refer to the Fee Schedule for the permit cost.

Checks or certified funds must be made out to: **Department of Fire, Building and Life Safety**

Complete permit application, all required documents and payment must be submitted or mailed to:

Department of Fire, Building & Life Safety
1110 W. Washington, Suite 100
Phoenix, AZ 85007