

INSTRUCTIONS FOR COMPLETING & SUBMITTING FACTORY BUILT BUILDING INSTALLATION PERMIT APPLICATION **by mail or over the counter**

Applying for a Factory Built Building Installation Permit Application by mail or over the counter is a multi-step process, following are the required steps in obtaining a permit:

Complete the Factory Built Building Installation Permit Application

Instructions for completing application information:

1. Owner Information –Provide information as noted.
2. Installation Address –*Installation address must match the plan approval.*
3. Description –Provide information as noted
 - Unit Manufacturer
 - Serial number
 - Insignia –*Insignia or certificate number affixed by the manufacturer*
 - Size –*box size*
 - Occupancy Type
4. Permanent or Temporary –Check box that applies
 - Permanent –Building installed for more than 6 months
 - Temporary –Leased building installed for 6 months or less
5. Fire sprinkler and fire alarm system –Check box that applies
Local authority having jurisdiction –Provide information noted
6. Installer/Contractor information –Provide information noted

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

7. Dealer Information: *If the building was not purchased or leased from a dealer please note "Private Sale", "Owner" or "N/A".*
8. Permit Purchaser –Contact person that is responsible for the submittal.
9. Subcontractor Supplement Form –Page #2
List all licensed subcontractors 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

Installation plan approval application sheet with the approval stamp issued from the Department.

PAYMENT:

Refer to the Fee Schedule for the permit cost.

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

MAILING ADDRESS:

Permit Application, all required documents and payment must be mailed to:

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