



City of Flagstaff

Community Development Division

211 W. Aspen Ave
Flagstaff, AZ 86001

P: (928) 213-2618
F: (928) 213-2609

www.flagstaff.az.gov
cdfrontcounter@flagstaffaz.gov

Date Received	Application for Manufactured or Factory Built Buildings Permit		Permit Number
Type of Manufactured or Factory Built Building:	<input type="checkbox"/> Residential	<input type="checkbox"/> New	
	<input type="checkbox"/> Commercial	<input type="checkbox"/> Replacement	
Required Utility Services:	<input type="checkbox"/> Gas	<input type="checkbox"/> Electric	<input type="checkbox"/> Cooler
	<input type="checkbox"/> Water	<input type="checkbox"/> Sewer	<input type="checkbox"/> Refrigeration
<p>Prior to the installation of your manufactured or factory home, please complete the following required information. One application per unit and four accurate site plans; two showing existing improvements, and two showing proposed improvements. Permits take five to ten working days to process. Mobiles manufactured prior to June 15, 1976 require State approval prior to moving structure and issuance of permit. Call (602) 364-1059. Incomplete applications will delay the permit process.</p>			
Site Address		City, State, Zip	
Park Name	Space #	Parcel #	
Owner of Home		Phone	
Owner's Mailing Address		City, State, Zip	
<p>If the home is to be installed on private land, a detailed site plan MUST accompany this application. Use the plot plan provided for set up in a park.</p>			
Name of Dealer		License #	License Type
Contact		Phone	
Address		City, State, Zip	
Installer		*License #	*License Type
Contact		Phone	
Address		City, State, Zip	
Skirting/Accessory Installer (required at application)		*License #	*License Type (must be I-10D or G)
Contact		Phone	
Address		City, State, Zip	
<p>*Installer license must be verified to be required class and in good standing with DFBS at application submittal</p>			
Manufacturer		Complete Mfr.'s Serial # (Required for existing units)	
Model	Home Size	Year	
Estimated Value of Home	Estimated Date of Installation	Color of Serial # Tag	
Classification of Home:	<input type="checkbox"/> Manufactured Home	<input type="checkbox"/> Mobile	

Check accessory structures which are on the sales contract and indicate size. Some structures may need an additional building permit.

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Skirting (required) | <input type="checkbox"/> Awning / Size _____ | <input type="checkbox"/> Garage (Attached) / Size _____ |
| <input type="checkbox"/> Carport / Size _____ | <input type="checkbox"/> Patio / Size _____ | <input type="checkbox"/> Garage (Detached) / Size _____ |
| <input type="checkbox"/> Porch / Size _____ | <input type="checkbox"/> Storage / Size _____ | |

A permit fee of \$120.00 will be due per unit at the time of issuance. Fee includes 3 onsite inspections any additional inspections will be charged at the rate of \$47.00 per hour. A City inspector must inspect the installation. 24-hour notice is required for inspections. This permit is valid for 180 days. If the inspection cannot be completed within 180 days, the applicant must notify the Building and Safety Division in writing.

Applicant Signature: _____

Title: _____

Date: _____

For City Use

Flood Zone: _____

Zoning District: _____

Receipt #: _____

Approval - Initial & Date

Hold - Initial & Date

Stormwater _____

Planning _____

Building _____



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Manufactured or Factory Built Building Permit Checklist

The following information will be completed by a Community Development Division (CD) staff person and the applicant. Minor items may be corrected on all submittal copies by the applicant. Major omissions or errors must be redrawn and resubmitted by the applicant.

Application:

- Physical address of project (on application and shown on site plan) and Lot # (subdivisions only)
- Subdivision name or park name, phase/unit # within subdivision (when applicable)
- Size of garage, number of vehicle parking (1, 2, 3 or more cars) if part of permit application
- Mobile home information to include: manufacturer, serial #'s, size, model, estimated value
- Impervious surface accurate (must include all drives, walks, patios, decks and roof area) in non-conforming parks. The applicant will provide information on unit and additions only.
- Is project site adjacent to a flood plain (yes or no - refer to GIS overlay)

Site Plan: Four copies of the site plan are required for a standard submittal MFH installation (two showing existing improvements and two showing proposed improvements)

- Accurate site plan to engineer's scale (1:10 or 1:20, may not be architectural scale)
- Lot line dimensions (must agree with parcel information from Coconino County books)
- For existing, non-conforming RV parks, the applicant must show dimensions to existing units
- North arrow (may be added by applicant - minor item)
- Setbacks drawn on site plan
- Contour lines (2' interval) shown, labeled using elevation (e.g., 6928') if accessory structures are added such as decks, sheds and garages (not required for installation, only of MFH)
- Building footprint clearly defined/dimensioned (all structures), size must match what is installed
- Exact dimensions from proposed structure to adjacent property line or existing mobiles
- Any decks, exterior stairs or cantilevered structural elements to be shown
- Easements shown (PUE, drainage, utility, slope and resource, etc.; refer to plat)

Construction Drawings (only required for accessory structures - garages, decks, sheds):

- Two sets of construction drawings with square footages stated (for any structures not previously pre-approved by the State of Arizona or "same as" submittals on record)
- Sheet numbers (e.g., sheet 2 of 10, 3 of 10, etc.)
- All details or plans shall be to scale (no "NS" or 'not-to-scale' drawings)
- All rooms labeled per intended use when building additions (e.g., bedroom, bath, living room, etc.)
- Existing and finished grade shown on all elevation views
- Two sets of roof truss manufacturer layout and two sets of calculation sheets from manufacturer
- Two sets of engineering calculations (when required)

Additions to Existing MFH Units:

- Existing floor plan with all rooms labeled (not required for fire damage repairs, no changes)
- New floor plan separate from existing, with all construction drawing items (above)
- Clearly marked and dimensioned **off-street** parking spaces on site plan (required for garage enclosures)

Guidelines to Submitting Plot Plans

- You may look at subdivision and zoning maps at the CD front counter which will show the boundaries, dimensions and easements. The maps will not show the location of your structure on the lot.
- Individuals must measure and locate their structure on their lot. A CD staff person can assist you.
- The plan must be drawn to standard engineering scales (e.g., 1"=10'-0 or 1"=20'-0).
- It is not necessary to have a professional do the drawing.

Sample Plot Plan:



