



MOHAVE COUNTY DEVELOPMENT SERVICES

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Scott Holtry
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Factory-Built Building (Commercial & Residential) Permit Checklist

In order to obtain the requested *Building Permit* for your project within the fastest turn-around timeframes possible the following submittal information is required, for an administratively complete submittal, when you submit your *Permit Application* to the County. A deferred submittal of any of the applicable items listed below may be approved by staff to allow for the initial processing to begin; however, your application will not be considered administratively complete until it is provided.

Permit Application Prerequisites:

- ☐ Tax Parcel Number / Property Address
- ☐ Approved Zoning / Zoning Use Permit
- ☐ Septic Approval / Sewer Acceptance Letter
- ☐ Planning Approved Site Plan (commercial project)
- ☐ Environmental Health Approval (when applicable)
- ☐ Parcel Grading Permit (when applicable)
- ☐ Obtain Property Floodplain Information (PFI)
- ☐ Well Permit / Approved Water Source
- ☐ Fire Department Approval (commercial project)
- ☐ ADOT/PW Access Approval (commercial project)

Permit Application Submittal Package:

- ☐ One (1) Completed Mohave County Building Permit Application Form and required Permit Fees
- ☐ One (1) Completed Factory-Built Building Installation Permit Application Form
- ☐ One (1) Completed MH – FBB Additional Contractor Information Form (if required)
- ☐ One (1) Scaled 8 ½" X 11" Plot Plan of property showing the proposed Factory-Built Building, Accessory Structures and Utility locations for Single Family Residential Factory-Built Buildings. Commercial projects are required to provide a copy of a Mohave County Approved Site Plan for the project
- ☐ One (1) Completed Septic Permit Application Form or proof of existing wastewater system on property
- ☐ One (1) Completed Grading Permit Form (if required)
- ☐ One (1) Copy of the Factory-Built Building Installation Manual (must be available at the site for all inspections)
- ☐ One (1) Copy of all Approved Plans must be provided to the local Fire Department (when required)
- ☐ When the applicant is different than the owner of record on file at the County Assessor's, proof of ownership or a notarized letter from the owner authorizing the application

Construction Plans:

- ☐ Two (2) Sets (One with Original Red-Stamp) of Arizona Department of Housing, Manufactured Housing & Building Division (MHBD) Approved Plans for the Factory-Built Building
- ☐ Two (2) Sets (One with Original Red-Stamp) of Arizona Department of Housing, Manufactured Housing & Building Division (MHBD) Approved Plans for Engineered Footing/Foundations for Factory-Built Building (Site Specific Plans Only)
- ☐ Two (2) Sets (One with Original Red-Stamp) of Arizona Department of Housing, Manufactured Housing & Building Division (MHBD) Approved Plans for any Attached Accessory Structures (Site Specific Plans Only) (if required)

• All submittals shall be site specific and upon inspection of the project site, a soils report and/or compaction report may be required prior to footing approval.

• Attached or Detached Accessory Structures such as stairways, decks, awnings, sheds, carports, garages, etc., not having State Approved Plans and /or not included in the original contract and the initial installation permit will require a separate County permit and will be reviewed to the County adopted International Building Codes.

• An Arizona Licensed Contractor is required for all Factory-Built Buildings and all Construction Work related to the project. A Certificate of Occupancy is required prior to any Use or Occupancy of the Factory-Built Building. When required, prior to the issuance of a Certificate of Occupancy, an Elevation Certificate for a structure located in a FEMA floodplain must be completed and returned to the Flood Control District.