



REGULATIONS GOVERNING
**Manufactured Homes, Mobile Homes & Factory Built
Buildings Submittal Requirements**

PINAL COUNTY COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING SAFETY DIVISION
P.O. BOX 2973, FLORENCE, AZ. 85132
85 N. FLORENCE STREET, 1ST FLOOR
(520) 509-3555 FAX (520) 866-6517

www.pinalcountyz.gov

INFORMATION
BULLETIN

016

JULY 2023
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The following submittal requirements are per the Arizona Department of Housing (ADOH). Licensed contractor(s) are required for Manufactured Homes (MH) and Factory Built Building (FBB) installations. Provide subcontractor names, license number, addresses, phone numbers and a scope of work to be completed by the subcontractor. Owners are not allowed to do any of the installation work. If you have any questions regarding these requirements, contact ADOH.

Your installation permit includes an attached awning with engineered plans, skirting with engineered plans, pedestal meter, water line to the meter or well, sewer to the tap and natural gas to the meter.

Items not included with the installation permit and will require separate permits are; detached structures, detached decks over 200 s.f. or over 30" above grade regardless of size, detached porches/patios, septic system, subpanel, site retaining walls, propane tank and gas line.

Plan Review Requirement

1. Installation application completed.
2. All plans, details, and calculations stamped by an engineer registered with the state of Arizona and ADOH approval stamps. Contact Zoning Division for additional site plan requirements, (520)866-6442).
3. Currently, submittals are in person only and requires two sets of documentation
4. Provide a Utility Location Site plan that shows the location of the building, occupancy type or use, building size, and all utility lines (water, sewer/septic, electric and gas if applicable). July 2023
5. Planning and Zoning approval/permit required for Commercial use. If the unit installation is in a flood prone area, include a copy of the Flood Use Permit.
6. Codes and standards utilized for calculations and design shall be noted in the documents.

Plumbing

7. Plumbing drawings with water, sewer, and gas lines (if applicable) identified from tap/meter to unit.
8. Location of all sewer line cleanouts and slope of sewer line noted.
9. For Commercial use, if restroom facilities are not included in the building, identify provisions on site to accommodate occupants of new building. Include a letter from the Architect registered by the state of Arizona indicating fixture quantities on site and calculations insuring adequate fixtures are available to accommodate added occupant load.

Electrical - Includes one-line diagram

10. Note the available amps for the site meter or service and main circuit breaker size noted for the new building.
11. Complete details of panel board, noting calculated load amps of service and load amps of new building.
12. Provide fault current calculations for service and building. Conduit size, material, and distance noted from meter or service to new building.

13. Quantity, size, wire type (ie: THHN, XHHW...), material of conductors (AL or CU), and length of feeders must be noted.
14. All grounding and bonding connections including grounding rod size and length must be noted and detailed.

Foundation Systems (Require ADOH approval)

15. Description of soil class, and soil bearing pressure.
16. Description of footings and other foundation supports designed to meet the minimum bearing pressure at the depth required (if applicable).
17. Typically, FBB foundation systems are provided in the Installation Plan. If no Installation Plan is provided, then a complete set of engineered drawings indicating dimensions and details of the foundation footing, foundation supports, and anchoring needs to be submitted.
18. Typically, MH foundation systems are provided in the Home Installation Manual. If no Home Installation Manual is provided, then a complete set of engineered drawings indicating dimensions and details of the foundation footing, foundation supports, and anchoring needs to be submitted.
19. Complete list of materials and cross-identification of how the materials are used in the appropriate view.
20. Supports and anchoring systems identified, with dimensioned drawings for spacing and height minimum/maximums.
21. Engineer's calculations provided for all load conditions to include roof, floor, and wind loads for horizontal, uplift and overturning effects on foundations.
22. If the unit installation is in a designated flood prone area, an approval from the Public Works Flood District is required for the proposed foundation system.

Additional Information (as applicable)

23. Fastening and closure details for connection of multiple modules or panels, to include roof, floor, and wall connections and weather seal.
24. Dimensional plans and details for all components and construction to be field installed.
25. Permanent stairs are required at time of final inspection. Provide a stair design showing compliance with section R311.7, IRC 2018 and show your means of securing stairs.
26. Commercial FBBs must comply with chapter 10 for means of egress; chapter 11 & ICC A117.1-2017 Accessible and Usable Buildings & Facilities.
27. Attached accessory buildings and structures such as any awning, cabana, deck, ramada, storage shed, carport, garage or porch must be structurally independent and any attachment to the home must be for weatherproofing or cosmetic purposes only. If attached accessory building or structure is not structurally independent all of the following must be met for attachment to the MH:
 - i. MH must be designed and constructed to accommodate all imposed loads, including any loads imposed on the home by the attached accessory building or structure.
 - ii. The date plate must indicate that the home has been designed to accommodate the additional loads imposed by the attachment of the accessory building or structure and identifies acceptable loads.
 - iii. The installation instructions shall be provided by the home manufacturer, which identifies the acceptable attachment locations, indicates design limitations for the attached building or structure including acceptable live and dead loads and provide support & anchorage designs as necessary to transfer all imposed loads to the ground. July 2023

Inspections

The installation permit is for three site visits. For each additional site visit, a fee of \$150 will be assessed. The fee must be paid prior to scheduling the inspection.

BEFORE SCHEDULING INSPECITONS, MAKE SURE THE JOB IS READY. ONLY THE INSTALLER OF RECORD CAN CALL FOR INSPECTIONS. INSTALLER MUST BE ON THE JOB SITE AT THE TIME OF INSPECTIONS.

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| 1 st site visit: | (11) Footing & setbacks
(12) Support system tie down
(55) Water service (opt 2 nd visit) | (17) Underground electrical (opt 2 nd visit)
(53) Sewer/septic line (opt 2 nd visit)
(91) Aluminum awning (opt 2 nd or 3 rd visit) |
| 2 nd site visit: | (13) Stem Wall
(53) Sewer/septic line (opt 1 st visit)
(52) Gas line (opt 3 rd visit) | (17) Underground electrical (opt 1 st visit)
(55) Water service (opt 1 st visit)
(91) Aluminum awning (opt 1 st or 3 rd visit) |
| 3 rd site visit: | (23) HVAC systems
(51) Electrical service
(89) Skirting | *(90) Final
(52) Gas line (opt 2 nd visit)
(91) Aluminum awning (opt 1 st or 2 nd visit) |

(00)= Inspection Code; * = Final inspection must be scheduled; (opt 2nd visit) = Inspections that can be scheduled on more than one site visits

Notice:

Review of the submittal documents does not authorize or approve any omissions or deviations from the applicable codes and standards adopted by ADOH and Community Development, Building Safety Division. It is the sole responsibility of the applicant, designers, registrants, and licensees to comply with all applicable codes and standards.