



Permit #: _____

Received Date: _____

City of Apache Junction

Division of Building Safety and Inspection

300 E. Superstition Boulevard • Apache Junction, AZ 85119
 Ph: (480) 474-5156 • email: buildingpermits@AJCity.Net

Application for Manufactured Home (MH) [HUD] Permit

PLEASE TYPE OR PRINT. PERMIT RELEASE MAYBE DELAYED UNLESS ENTIRE FORM IS COMPLETED

<input type="checkbox"/> New MH Set	<input type="checkbox"/> Replace MH	<input type="checkbox"/> Re-locate MH
MH Subdivision/Park Name	<input type="checkbox"/> MH Subdivision <input type="checkbox"/> MH Park	<input type="checkbox"/> Single-Family Residential District <input type="checkbox"/> RS-GR <input type="checkbox"/> RS-54M <input type="checkbox"/> RS-20M <input type="checkbox"/> RS-10M <input type="checkbox"/> RS-7M
Job Site Street Address		
Assessor's Parcel Number	LOT/SPACE Number	
Property Owner	Property Owner Mailing Address	
Property Owner Phone Number	Property Owner Email	
MH Purchaser (Tenant)	MH Purchaser Mailing Address	
MH Purchaser Phone Number	MH Purchaser Email	
MH Installer	AZ License #	License Type <input type="checkbox"/> I-10C <input type="checkbox"/> I-10D <input type="checkbox"/> I-10G
MH Installer Contact Phone Number	MH Installer Mailing Address	

PLEASE PROVIDE ALL NECESSARY INFORMATION

MH Dimensions: L ____ x W ____	Square Footage MH:	Sq. Ft. Garage	Sq. Ft. Carport	Sq. Ft. Awnings	Sq. Ft. Screen Room
Contracted Accessories: <input type="checkbox"/> A/C <input type="checkbox"/> Evaporative Cooler <input type="checkbox"/> Front Awning <input type="checkbox"/> Rear Awning <input type="checkbox"/> Skirting <input type="checkbox"/> Permanent Foundation <input type="checkbox"/> Deck/Porch <input type="checkbox"/> Garage <input type="checkbox"/> Screened Room <input type="checkbox"/> Patio Cover (65% glazing)					
MH Dealer Name:	Dealer Address:	Dealer Phone Number:		Dealer License #:	
MH Manufacturer:	MH Serial #:	MH Model:		Year:	
Utility Connections to be made: <input type="checkbox"/> Sewer <input type="checkbox"/> Septic <input type="checkbox"/> Electric <input type="checkbox"/> Water <input type="checkbox"/> Well <input type="checkbox"/> Natural Gas <input type="checkbox"/> LPG Sanitary District: _____ Water Provider: _____					
List all existing structures:		Type of Installation: <input type="checkbox"/> Ground Set <input type="checkbox"/> Elevated/fully skirted <input type="checkbox"/> Permanent visible foundation			

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Licensed MH Installer Declaration:

I hereby affirm that I am licensed under provisions of Arizona Administrative Code R4-34-204 as a _____ (class of license- I-10C, I-10D, or I-10G) and I am performing the following work:

- A/C
 Evaporative Cooler
 Front Awning
 Rear Awning
 Skirting
 Permanent Foundation
 Deck/Porch
 Garage
 Screened Room
 Patio Room (65% glazing)

AZ DFBS License # _____ ADOR Privilege License # _____

The following work will be done by the contractors listed below:

- A/C
 Evaporative Cooler
 Front Awning
 Rear Awning
 Skirting
 Permanent Foundation
 Deck/Porch
 Garage
 Screened Room
 Patio Cover (65% glazing)

The responsible licensed contractors are:

Name	Contact Number	License Class	Lic. #	Work Type
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Installer Signature: _____ Title: _____ Date: _____

APPLICANT Telephone #: Email address:

PRINT NAME OF PERSON TO CONTACT WHEN PERMIT IS READY TELEPHONE #: EMAIL ADDRESS:

I hereby certify that I have read this application and state that the above information is correct and accurately reflects the intended scope of work and matches the accompanying plans. I declare that I am the owner or duly authorized agent of the owner. I agree to comply with all Federal, State and City laws, codes and ordinances related to building construction, zoning and use/occupancy requirements. I hereby authorize representatives of the City of Apache Junction to enter upon the above mentioned property for inspection purposes. An application for which no permit is issued within 45 days following the date of application shall expire by limitation. A written request for an extension can be made one time. It is at the discretion of the Building and Safety Manager whether the extension will be granted.

APPLICANT SIGNATURE: DATE:

Office Use Only:

MH Building Permit Fee: \$360.00; Plan Review Fee = \$55.00; Mechanical Fee, A/C: \$150.00; Total \$565.00

Flood Plain: Y N FEMA Map Panel #: _____ ZONE: _____

Pre-HUD (Built Prior to June 15, 1976)			
REHABILITATION CERTIFICATE #			
Address Mobile Home came from:			
Street:	City:	State	Zip Code
<input type="checkbox"/> Mobile Home Park		<input type="checkbox"/> Private Property	
Unit Manufacturer:	Unit Serial:	Date of Mfg.	Size
Unit Installer Name:	Unit Installer License #:	Classification:	

Building and Safety Division
City of Apache Junction
 MOBILE HOME PERMIT AND INSTALLATION STANDARDS

Either the mobile home owner or a licensed contractor may apply for a permit to install a mobile home. The mobile home owner may also apply for the permit on behalf of a licensed contractor, but the contractor himself must complete and sign the applicable portion of the permit application.

From the **ARTICLE 7-1: APACHE JUNCTION DIVISION OF BUILDING SAFETY AND INSPECTION ADMINISTRATIVE CODE,**

§ 7-1-11 Construction Standards for Manufactured Home, Mobile Home, Park Model, and Recreational Vehicle Standards, Effective August 18, 2019

(C) Mobile Homes. It shall be illegal, as punishable under A.J.C.C. Vol. I, § 1-1-11 to reconstruct mobile home units (those built before June 15, 1976) in the City of Apache Junction. Repairs shall only be made to mobile homes that have a certificate showing they have been rehabilitated and a certificate of compliance has been issued per A.A.C. R4-34-606. A mobile home that has not been rehabilitated or does not have the certificate of compliance cannot be installed in the City of Apache Junction. Mobile homes, where reconstruction has occurred without state approval and a permit for reconstruction issued by the City of Apache Junction, are declared unsafe and shall be removed from the City or shall be demolished.

“A rehabilitation permit shall be obtained from the Department [Arizona Department of Housing, Manufactured Housing Division] before any modification of a mobile home.” (See A.A.C. R4-34-606)

Additions of habitable rooms, garages or storage rooms to a mobile home must be constructed such that they are structurally independent from the mobile home and in compliance with the Technical Codes.

(B) Manufactured homes. MH installation shall comply with the requirements of Arizona Revised Statutes, Title 41, Chapter 37, Article 3 § 41-4001 thru 4010 and Arizona Administrative Code, Title 4, Chapter 34, § R4-34-101 thru 805. The references identified in R4-34-102 shall provide the code requirements for the installation of attached accessory structures. Detached structures shall comply with the Technical Codes. Reconstruction of a MH requires that plans for the reconstruction be submitted and a permit issued.

(1) MH installation outside of a manufactured home park or subdivision

(a) Permits are required for all MHs and any additions thereto, to be installed. MH installations on vacant lots zoned RS-7M, RS-10M, RS-20M and RS-54M are limited to homes manufactured not more than two -years prior to the year in which the permit is requested.

(b) Where an existing MH or mobile home more than eight years-old is being removed or demolished on a lot in zoning RS-7M, RS-10M, RS-20M and RS-54M, a MH not more than seven years-old may be installed on that lot in compliance with this section.

(c) MH installations on individual lots with RS-7M, and RS-10M, shall consist of the following:

- (i) A minimum of a 500 square foot single wide MH
- (ii) A minimum of eighty square feet of accessory storage installed (not required when an enclosed garage is built)
- (iii) Removing tongue(s)
- (iv) Skirting or permanent foundation that complies with US Department of Housing and Urban Development regulations

- (v) A driveway a minimum of 12 feet width of constructed of asphalt, concrete or dust proof gravel that has clearly defined boundaries
- (vi) A carport or garage measuring a minimum of 10 feet in width and 20 feet in length (an awning attached to the MH can provide the carport area)

(d) MH installations on individual lots with RS-20M and RS-54M zoning shall consist of the following:

- (i) A MH comprised of two fully enclosed parallel sections each of not less than 12 feet in width and 36 feet in length
- (ii) Set upon a permanent foundation, as specified by the manufacturer and approved by the Arizona Department of Housing, Manufactured Housing Division, and that the space at the perimeter, between the home and the ground, be enclosed by concrete, concrete masonry units, brick or stone, with required access
- (iii) A shingle or metal roof with a minimum pitch of 3:12
- (iv) A driveway a minimum of 12 feet width of constructed of asphalt, concrete or dust proof gravel that has clearly defined boundaries
- (v) A carport or garage measuring a minimum of 10 feet in width and 20 feet in length (an awning attached to the MH can provide the carport area)

(2) MH installation in a manufactured home park

(a) Permits are required for all MHs and any additions thereto, to be installed. MH installations on lots in MHP or RVP zoned parks are limited to homes manufactured not more than seven years prior to the year in which the permit is requested.

(b) Where an existing MH or mobile home more than 11 years-old is being removed or demolished on a lot in zoning MHP or RVP, a MH not more than ten years-old may be installed on that lot in compliance with this section.

(c) MH installations in MHP and RVP parks shall consist of the following:

- (i) A minimum of a 401 square foot single wide MH
- (ii) A minimum of eighty square feet of accessory storage installed (not required when an enclosed garage is built)
- (iv) Skirting
- (v) A parking area a minimum of 9 feet in width and 19 feet in length of constructed of asphalt, concrete or dust proof gravel that has clearly defined boundaries

(3) All MH sets.

(a) The construction/configuration of exterior egress structures (stairs, ramps, handrails, etc.) must comply with the minimum requirements of International Residential Code (Section R311). MHs must have a minimum of two means of egress as required by the 24 CFR Part 3280, Manufactured Home Construction and Safety Standards.

- (i) There shall be a landing at the top and bottom of each stairway
- (ii) The width of each landing shall not be less than the width of the stairway served
- (iii) Every landing shall have a minimum dimension of 36 inches measured in the direction of travel
- (iv) Handrails shall be provided on at least one side of each continuous run of treads or flight with four or more risers
- (v) Exterior landings, decks, and stairs shall be positively anchored to resist both vertical and lateral forces

(vi) Where wood or wood-based products/materials are used for landings, decks, and stairs the protection of the material shall be in compliance with R317 of the state adopted International Residential Code

(b) For final inspection of a MH set all skirting or foundation elements, all required egress elements, and all required site drainage shall be complete and all requirements met .

(4) Additions to MH. The livable floor area of a home may be enlarged by the construction of an attached structure provided that the following criteria are met:

(a) The attached structure must conform to and meet all requirements of the Technical Code and zoning code.

(b) If the home is removed from the lot, for any reason, and not replaced with a similar structure within a period of three months, the attached structure must also be removed, disassembled or torn down.

(c) The above restrictions do not apply to an addition to a home which is specifically manufactured for attachment to that make and model of the subject home.

Ordinance 1402, Section 1-9-2 AJ Code, includes the following:

(A) *Required zoning.* Manufactured homes may only be located within the RS-GR, RS-54M, RS-20M, RS-10M and RS-7M single-family residential districts.

(B) *Foundation required.* Manufactured homes located on individual single-family zoned lots (i.e., not within parks) shall be permanently attached to a foundation that is approved by the Arizona Office of Manufactured Housing.

Section 1-9-4

(B) *Building permit required.* It shall be unlawful for any person to install a manufactured home, park model, structure, addition or any electrical, plumbing, or mechanical component without first obtaining a required permit or permits from the Building Division.

(C) *Owner approval required.* No person shall install any manufactured home, structure or addition without approval of the property owner, the owner's agent, or other authorized representative.

Signature

Date

Rev. 8.28.2019 JDZ