



Arizona Department of Manufactured Housing and Building Division ADOH Plan Review Top Ten Areas of Concern

1. Application documentation submittal is incomplete and missing the required information.
2. Plan Sheets, Details, and Calculations without an AZ-engineered seal.
3. Information entered into the portal, the application, and contained within the documentation does not match.
4. Submittal contains plans, details, or calculations for another state.
5. Submittal of duplicate documents for multiple structures on one site without delineating which structure the application is intended to apply to.
6. Submitting plans without LAHJ approval. (Planning/Zoning/Floodplain)
7. Plan submission either does not contain complete or current Design Criteria.
8. Applications submitted including plans, details, and calculations for IFC review.
9. The applicant does not identify the scope of the application.
10. Receiving emails and phone calls from multiple parties of an application, the use of the single 'Point of Contact' system would help to keep the plan review on track.