



1110 WEST WASHINGTON ST., SUITE 280  
PHOENIX, AZ 85007  
PHONE: 602-771-1000  
WWW.AZHOUSING.GOV

**INSTALLATION PLAN SUBMITTAL CHECKLIST (Factory-Built Building)**

**NOTICE:**

All new submittals for review are to be submitted electronically via the e-Licensing Solutions portal. The Department will no longer accept hard copy submittals.

Item No.	Plan Review Requirement	Check Item	
1	Plan review application completed, and Installation Plan review selection noted (Note: Approved on line submittals will be returned electronically.)		
2	All plans, details, and calculations stamped by an engineer registered by the state of Arizona.		
3	One original pdf set of all documents included (pdf documents to be unlocked or a scanned set of original documents; digitally signed documents are not accepted)		
4	Site plan that includes the location of the building, occupancy type or use, building size, and all utility lines (water, sewer, gas, electric)		
5	Planning and zoning approval/permit from the local authority having jurisdiction. 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 noted. Refer to ADOH website for current list of codes and standards.		
	Plumbing	YES	N/A
7	Plumbing drawings with water, sewer, and gas lines identified from tap/meter to unit.		
8	Fixture unit calculations for each.		
9	Sizes, lengths, and materials for plumbing lines clearly noted. Line sizes adequate for fixture units noted.		
10	Location of all sewer line cleanouts, and grade of sewer line noted		
11	If restroom facilities are not included in the building, identify provisions on site to accommodate occupants of new building. <b>Educational use to include a letter from school administration indicating fixture quantities on site and calculations insuring adequate fixtures available to accommodate added occupants.</b>		
	Electrical - Includes one-line diagram	YES	N/A
12	Available amps at site meter or service, breaker size noted on site meter or service for the new building, and load center amp size of new building.		
13	Complete details of panelboards, switchboards, and distribution centers noting calculated load amps of existing service, and load amps of new building.		
14	Fault current calculations for existing service, and added building.		
15	Conduit size, material, and distance noted from existing meter or service to new building.		
16	Quantity, size, wire type (ie: THHN, XHHW...), material of conductors (AL or CU), and length of feeders		
17	All grounding and bonding connections including grounding rod size and length		
	Foundation Systems	YES	N/A
18	Description of soil class, and soil bearing pressure		
19	Description of footings and other foundation supports designed to meet the minimum bearing pressure at the depth required (if applicable)		



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20	Complete set of drawings indicating dimensions and details of the foundation footing, foundation supports, and anchoring		
21	Complete list of materials, and cross-identification of how materials will be used in the appropriate view.		
22	Supports and anchoring systems identified, with dimensioned drawings for spacing and height minimum/maximums		
23	Engineering calculations provided for all load conditions to include roof, floor, and wind loads for horizontal, uplift, overturning, horizontal and torsional earthquake effects on foundations		
24	Is the unit installation in a flood prone area? Approval from the local flood district having authority is required for the proposed foundation system if in a designated flood prone area.		
	Additional Information (as applicable)	YES	N/A
25	Fastening and closure details for connection of multiple modules or panels, to include roof, floor, and wall connections and close-up.		
26	Dimensional plans and details for all components and construction to be field installed		

**Notice:**

- Review of the submittal documents does not authorize or approve any omissions or deviations from the applicable codes and standards adopted by the Department of Housing. It is the sole responsibility of the applicant, designers, registrants, and licensees to comply with all applicable codes and standards adopted by the Department of Housing, Manufactured Housing and Building Division.
- Licensed contractor(s) required for installation