



Arizona
Department
of Housing

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CHECKLIST FOR RECONSTRUCTION OF FACTORY BUILT BUILDING
PLAN SUBMITTAL

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.

Manufacturer: _____ License No.: _____

New Model/Serial No.: _____ Box Size: _____

Item No.	Plan Review Submittal	Check Item
1	Plan review application completed, and Reconstruction plan review selection (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 (pdf documents to be unlocked or a scanned set of original documents; digitally signed documents are not accepted)	
4	A certification statement regarding existing components, construction, and systems indicating they are structurally sound, functional, and do not pose a life safety threat.	
5	Submittal includes depiction of the building configuration before reconstruction	
6	Dimensioned drawings and details identifying all components and specification lists affected by the reconstruction. See below for comprehensive list of items to be included as applicable.	

DESCRIPTION	Page No. / Per Code (PC) / NA
GENERAL (cover sheet)	
Table of Contents	
Each plan sheet is numbered and/or indexed	
Code References and year for new components and construction (refer to ADOH website for list of codes and standards)	
Construction type listed	
Occupancy classification & occupant load (based on use)	
Fire resistance ratings (if required)	
Floor and Roof Live load/Dead load	
Snow load (if applicable)	
Wind velocity, Seismic, Thermal zones noted	
Sprinkler & alarm notations (deferred submittal)	
Building height (roof mean)	
Other:	
FLOOR PLANS	
Interior and exterior wall layouts	
Area square footages noted	
Door schedule (sizes, quantities, hardware)	
Window schedule (glazing, finishes, U-factors); Safety glazing	
Light and Ventilation requirements	
Attic access (size and location)	
Non-prescriptive headers	
Fire rating of walls (if applicable); approved assemblies noted	

Manufacturer Reconstruction Compliance Certificate location noted	
Other:	
EXTERIOR ELEVATIONS	
Exterior materials noted	
Attic ventilation requirements	
Building height from grade	
Other:	
PLUMBING	
All fixtures furnished by mfg. shown on plans	
Provisions for future fixtures shown on plans	
Water and sewer fixture count calculations	
Materials and descriptions of fixtures provided for water supply & distribution, DWV, connection fixtures, storm drainage	
Supply pressure utilized for design	
Supply and waste riser drawings, including DWV system (generic) beneath building	
Water Heater (type & capacity)	
Sizes of pipe, water inlet, DWV main drain	
Other:	
GAS SYSTEM	
Installed equipment capacity in BTU's, gas type	
Gas system schematic	
Materials, sizes	
Fixture unit calculations	
Other:	
MECHANICAL	
Installed unit capacity, specifications	
Supply and return grills (locations and sizes)	
Ductwork & flex sizes noted, specifications	
Appliances furnished by mfg. shown on plans	
Provisions for future equipment shown on plans	
Exhaust provisions (cfm)	
Other:	
ELECTRICAL	
Location of all electrical boxes	
Electrical panel location, main disconnect (if applicable)	
Interior & Exterior lighting and receptacles	
Switching controls, light reduction controls per IECC	
Smoke detector location(s)	
Electrical load calculations	
Electrical panel layout (amperage capacity, breaker and wire sizes, circuit schedule, AIC rating)	
Raceway conductor material	
All fixtures furnished by mfg. shown on plans	
Provisions for future fixtures shown on plans	
Equipment receptacle(s) and disconnects (if applicable)	
Other:	
Other:	
ACCESSIBILITY (other than 1 & 2 family dwellings)	
Entrances and means of egress	
Doors, doorways, and door hardware	
Stairs and handrails	
Toilet rooms, plumbing fixtures, grab bars, etc	
Clear floor space(s) for accessibility shown on plans	

FLOOR X-SECTION	
Joists, beams, sizes and spacing	
Materials, species and grade	
Sheathing, decking, and concrete as applicable	
Insulation	
Details as required for clarification	
Steel frame details	
Other:	
WALL X-SECTION	
Studs, columns, sizes and spacing	
Materials, species and grade	
Sheathing and bracing, shearwall designs	
Headers, trimmers, king studs, and lintels	
Finishes (interior & exterior)	
Rated assemblies (Fire & STC)	
Insulation	
Details as required for clarification, walls to floor connections	
Other:	
CEILING / ROOF X-SECTION	
Rafters, beams, trusses, sizing and spacing, roof slope	
Lumber species and grade	
Sheathing and decking	
Roof covering, ceiling finishes	
Insulation	
Detail as required for clarification, roof to wall connections	
Rated assemblies	
Roof drainage, primary, overflow (if applicable)	
Other:	
ENERGY COMPLIANCE (COMcheck/REScheck...)	
Building Envelope	
Lighting (interior/exterior)	
Mechanical & Water Heater	
SET-UP INSTRUCTIONS	
Floor, ceiling, roof, and marriage wall connections	
Plumbing, mechanical, & electrical connections	
Fire stopping	
Field installed components identified and detailed	
Other:	
Structural Calculations	
Gravity load, uplift load, Lateral force	
Overturning and uplift	
Shearwall and diaphragm	
Seismic load	
Other:	

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.