



Arizona  
Department  
of Housing

1110 WEST WASHINGTON STREET  
SUITE-280 – PHOENIX, AZ 85007  
Email: [ADOHPlanReview@azhousing.gov](mailto:ADOHPlanReview@azhousing.gov)  
Website: [housing.az.gov](http://housing.az.gov)  
Office: (602) 771-1000

## PLAN REVIEW SUBMISSION REQUIREMENTS

Prior to commencing fabrication of factory built buildings for the state of Arizona, a few items will be required. Following and enclosed you will find information pertaining to document and/or plan submittals for review and approval by the Department:

- The first item required for submission is a Compliance Control Manual. An approval of the manual by the Department is required before plant certification can be scheduled and completed. Review the Compliance Control Manual checklist for a description of contents to be included in the manual for submission.
- New building construction plans and calculations may follow the compliance manual submission. The buildings plans are to be approved by the Department before any fabrication may commence. Review the Manufacturer Checklist document for a description of contents to be included in the building drawing plan submission.
- An Arizona licensed dealer is required in the sale of the unit for use in the State of Arizona. The ADOH Application and plan documents are to note the licensed dealer involved in the transaction.
- A completed Plan Review application is required to accompany all submissions for review. Included is a copy of the current application and instructions for completing the application. Make sure to check our website for updated forms and checklists.
- Be advised, the Compliance Control Manual and building plan drawings are separate submittals.
- Documents, calculations, and/or plans submitted for review and approval are required to be submitted via the e-Licensing Solution portal

The updated application and checklists are also available for download from the Department's website: <https://housing.az.gov/manufactured-housing/plan-review>

Upon approval of the Compliance Control Manual, you may contact Michael Frary at [michael.frary@azhousing.gov](mailto:michael.frary@azhousing.gov) regarding the plant certification process and reporting criteria.

Sincerely,

  
Ted Caviness

Ted Caviness

Plan Review Manager

Manufactured Housing & Building Division



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

**CHECKLIST FOR COMPLIANCE MANUAL 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.

| Item No.        | Document Review Requirement  | Check Item               |
|-----------------|--|--------------------------|
| 1               | Plan review application completed, identify Compliance Manual review selection<br>(Note: Approved on line submittals will be returned electronically)  | <input type="checkbox"/> |
| 2               | One original pdf set of all applicable documents (pdf documents to be unlocked or a scanned set of original documents; digitally signed documents are not accepted)  | <input type="checkbox"/> |
| <b>Format</b>   |  |                          |
| 3               | 8.1/2" x 11" inch format with page numbers   | <input type="checkbox"/> |
| 4               | Cover page listing manufacturer's name, license number, and address of the factory to which the manual applies (factory address to match address listed for license)   | <input type="checkbox"/> |
| 5               | Table of contents identifying key elements of the quality and compliance control process   | <input type="checkbox"/> |
| 6               | Revision traceability noted  | <input type="checkbox"/> |
| <b>Contents</b> |  |                          |
| 7               | Organization chart showing titles and functions of all positions/personnel responsible for any aspect of quality and compliance control.   | <input type="checkbox"/> |
| 8               | Description of the design/document control process and procedures for ensuring the current approved documents (design package or building plans) are available to production, quality, and compliance personnel.   | <input type="checkbox"/> |
| 9               | A description of procedures for handling materials, including treatment and disposal of rejected materials, in compliance with standards.  | <input type="checkbox"/> |
| 10              | A description of the FBB-identification system including a unique identifier (serial number or ID number), that is permanently affixed to each module of the Factory-Built Building (FBB), and where the unique identifier is located on the FBB.          | <input type="checkbox"/> |
| 11              | A drawing showing the layout of the factory and location of the work area for each step in the manufacturing sequence with a description of the work performed at each area, include off-line processes.   | <input type="checkbox"/> |
| 12              | An inspection checklist, keyed to the factory layout that identifies the inspections and tests performed at each manufacturing step/sequence, and title of the position responsible for ensuring inspections and tests are performed.                      | <input type="checkbox"/> |
| 13              | A list that includes step-by-step procedures for ensuring all required tests are performed, the equipment utilized for each test, and procedures for maintaining test equipment utilized.  | <input type="checkbox"/> |
| 14              | Description of procedures for maintaining control of compliance certificates, installing the certificates on completed FBB's, filing the monthly report of certificates, and the title of the position responsible for ensuring these tasks are performed. | <input type="checkbox"/> |
| 15              | Description of procedures for storing completed FBB's at the facility including the manner in which stored FBB's are protected from the elements and other sources of potential damage.  | <input type="checkbox"/> |
| 16              | Description of procedures for ensuring building documents are retained and title of position responsible for ensuring document retention.  | <input type="checkbox"/> |

# PLAN REVIEW APPLICATION

An ADOH checklist is required with each application, visit our website for the most recent version available prior to applying.

| LICENSED MANUFACTURERS: (Factory Built Buildings - FBB)   |  |   |   |  |                                   |
|---|--|---|---|--|-----------------------------------|
| Manufacturer License No.: _____   |  | License Type: _____   |   | Dealer License No.: _____                        |                                   |
| License Type: _____   |  |   |   |  |                                   |
| Pick one per application: Compliance Control Manual    FBB - New Construction    FBB - Reconstruction    Supplemental Plan                  |  |   |   |  |                                   |
| Model No.: _____  |  | <small>Pick one:</small><br>Model Stock Unit    Site-Specific |   | Original ADOH Plan Number: _____                 |                                   |
| <b>Manufacturer Address, Phone, &amp; Email:</b>  |  |   |   |  |                                   |
|   |  |   |   |  |                                   |
| OTHER ADOH APPLICATION TYPES:   |  |   |   |  |                                   |
| Accessory Structure <small>(Includes skirting and foundation systems)</small>   |  |   |   |  |                                   |
| Foundation System apart from 24CFR-3285:  |  | Floodplain  | Freezing Climate  | Pit-set Foundation                               | Other: _____                      |
| Skirting:   |  | Site-Specific   | Typical   |  |                                   |
| Flood Plain <small>(Foundation located within designated flood plain but rest 24CFR-3285 compliant)</small>                                 |  |   |   |  |                                   |
| Factory Built Building - Installation   |  |   |   |  |                                   |
| IBC Occupancy Classification: _____   |  |   | Use Designation: _____  |  | IRC Use _____                     |
| Total number of Modules: _____  |  | Overall Building Size (LxW): _____                            |   | Utilities: <small>(Check all that apply)</small> | Water    Sewer    Electric    Gas |
| <b>ADOH LICENSE REQUIRED FOR FBB INSTALLATION -</b>   |  |   | Installer License No.: _____ License Type: _____                            |  |                                   |
| Supplement Plan   |  |   |   |  |                                   |
| Original ADOH Plan Number: _____  |  |   |   |  |                                   |
| <b>Owner/Owner's Agent Name &amp; Email:</b> <small>(This will be our single point of contact to receive emails and correspondence)</small> |  |   |   |  |                                   |
| <b>Address for Site-Specific</b>  |  |   | <b>Additional details for the review team or where cells are too small:</b> |  |                                   |
|   |  |   |   |  |                                   |
| 2018-IBC Section 105.3(1): Identify and describe the work for which this application is made. <span style="color: red;">(REQUIRED)</span>   |  |   |   |  |                                   |
|   |  |   |   |  |                                   |
| SECTION BELOW FOR OFFICE USE  |  |   |   |  |                                   |
|   |  |   | Log/Application No.   |  |                                   |
| Submittal Fee   |  |   | <b>APPROVAL STAMP</b>   |  |                                   |
| Fee Received  |  |   |   |  |                                   |
| Payment No.   |  |   |   |  |                                   |
| Additional Hours (    ) X \$125.00 Per Hour   |  |   |   |  |                                   |
| Balance Fees Owed   |  |   |   |  |                                   |



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**CHECKLIST FOR 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.: \_\_\_\_\_  
Dealer: \_\_\_\_\_ License No.: \_\_\_\_\_  
Model/Serial No.: \_\_\_\_\_ Box Size: \_\_\_\_\_

| Item No. | Plan Review Submittal   | Check Item               |
|----------|---|--------------------------|
| 1        | Plan review application completed, identify Factory Built Building New Construction (Note: Approved on line submittals will be returned electronically)           | <input type="checkbox"/> |
| 2        | All plans, details, and calculations stamped by an engineer registered by the state of Arizona  | <input type="checkbox"/> |
| 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) | <input type="checkbox"/> |
| 4        | Arizona licensed dealer information noted on plan documents   | <input type="checkbox"/> |

| DESCRIPTION   | Page No. / Per Code (PC) / NA |
|---|-------------------------------|
| <b>GENERAL (cover sheet)</b>                                    |                               |
| Table of Contents; plan sheets numbered and/or indexed          |                               |
| Code References and year (refer to ADOH website)                |                               |
| Construction type listed  |                               |
| Occupancy classification & occupant load (based on use)         |                               |
| Fire resistance ratings (if required)                           |                               |
| Floor live load/Dead load                                       |                               |
| Roof live load/Dead load  |                               |
| Snow load (if applicable)                                       |                               |
| Design wind velocity  |                               |
| Seismic   |                               |
| Thermal zones   |                               |
| Area  |                               |
| Sprinkler & alarm notations (deferred submittals)               |                               |
| Building height (roof mean)                                     |                               |
| Serial or identification number for unit                        |                               |
| Other:  |                               |
| <b>FLOOR PLANS</b>  |                               |
| 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 Compliance Certificate location noted              |                               |
| Other:  |                               |

|   |  |
|---|--|
| <b>EXTERIOR ELEVATIONS</b>  |  |
| Exterior materials noted  |  |
| Attic ventilation requirements  |  |
| Building height from grade  |  |
| Other:  |  |
| <b>PLUMBING</b>   |  |
| 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:  |  |
| <b>GAS SYSTEM</b>   |  |
| Installed equipment capacity in BTU's, gas type   |  |
| Gas system schematic  |  |
| Materials, sizes  |  |
| Fixture unit calculations   |  |
| Other:  |  |
| <b>MECHANICAL</b>   |  |
| 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:  |  |
| <b>ELECTRICAL</b>   |  |
| 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:  |  |
| <b>ACCESSIBILITY (other than 1 &amp; 2 family dwellings)</b>  |  |
| 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   |  |
| Other:  |  |
| Other:  |  |

|   |  |
|---|--|
| <b>FLOOR X-SECTION</b>  |  |
| Joists, beams, sizes and spacing                                  |  |
| Materials, species and grade                                      |  |
| Sheathing, decking, and concrete as applicable                    |  |
| Fastening instructions  |  |
| Insulation  |  |
| Details as required for clarification                             |  |
| Steel frame details   |  |
| Other:  |  |
| <b>WALL X-SECTION</b>   |  |
| 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)                                     |  |
| Fastening instructions  |  |
| Insulation  |  |
| Details as required for clarification, walls to floor connections |  |
| Other:  |  |
| <b>CEILING / ROOF X-SECTION</b>                                   |  |
| Rafters, beams, sizing and spacing, roof slope                    |  |
| PE sealed truss designs   |  |
| Lumber species and grade  |  |
| Sheathing and decking   |  |
| Roof covering, ceiling finishes                                   |  |
| Fastening instructions  |  |
| Insulation  |  |
| Detail as required for clarification, roof to wall connections    |  |
| Rated assemblies  |  |
| Roof drainage, primary, overflow (if applicable)                  |  |
| Other:  |  |
| <b>ENERGY COMPLIANCE (COMcheck/REScheck...)</b>                   |  |
| Building Envelope   |  |
| Lighting (interior/exterior)                                      |  |
| Mechanical & Water Heater   |  |
| <b>SET-UP INSTRUCTIONS</b>  |  |
| Floor, ceiling, roof, and marriage wall connections               |  |
| Plumbing, mechanical, & electrical connections                    |  |
| Fire stopping   |  |
| Field installed components identified and detailed                |  |
| Other:  |  |
| <b>Structural Calculations</b>                                    |  |
| 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.



# Arizona Department of Housing

STATE OF ARIZONA

## DEPARTMENT OF HOUSING

1110 WEST WASHINGTON, SUITE 280 PHOENIX, ARIZONA 85007

PHONE: 602-771-1000

EMAIL: [ADOHPlanReview@azhousing.gov](mailto:ADOHPlanReview@azhousing.gov)

Website: <https://housing.az.gov/>

### Plan Review Application Instructions

Identify the type of plan review requested.

**Factory Built Building Installation** – Plans and calculations submitted for the installation of a factory built building. (Commercial or residential)

- Provide a completed ADOH Plan Review Application. (Available on our website)
- Provide a PDF copy of the original approved building plans by this Department; must include cover sheet with design criteria, floor plan(s), and Electrical Panel Schedules; all with original ADOH approval stamp(s).
- Refer to and include the Installation Plan Checklist for information to be included in plan submittal documentation.
- If the unit is in a designated flood prone area, refer to the Flood Plan checklist for additional information to be provided along with the application.

ADOH LICENSE REQUIRED FOR INSTALLATION – Only an ADOH licensee may contract, or contract with an appropriate licensee, to perform the installation of the proposed unit(s). Applicable for foundation systems of manufactured homes, mobile homes, and installation plan submittals.

#### **Two application types below include foundation systems that vary from manufacturer's instructions.**

**Flood Plain** – Plans and calculations submitted for a manufactured home or mobile home to be installed in a designated flood prone area.

- Provide a completed ADOH Plan Review Application.
- Refer to and include the Flood Zone Installation Checklist for information to be included in plan submittal documentation.

**Accessory Structure** – Plans and calculations submitted for structures attached as accessory to a manufactured home, mobile home, or factory built building.

- Provide a completed ADOH Plan Review Application.
- Refer to and include the Accessory Structure Checklist for information to be included in plan submittal documentation.

Use this application type for all: pit-set, ground snow load, frost depth, skirting, or other foundation systems designed outside the manufacturer installation instructions.

#### **The above three approved plan types can be supplemented. This is for minor changes to a few sheets, if the changes are too drastic, the application will be canceled and a new application will be required.**

**Supplement Plan** - documents/details/calculations noting modifications to a plan previously issued a prior approval.

- Provide a completed ADOH Plan Review Application.
- Digital PDF copy of the originally approved plans.
- Detailed narrative of the changes proposed with the supplemental.
- Plans, details, and calculations supporting the proposed changes.

## **Factory Built Building Manufacturers Only:**

These type of reviews are for ADOH licensed manufacturers only:

A manufacturer's license issued by the Department is required to construct factory built buildings for use in the State of Arizona. A licensed dealer is also required to conduct the sale of the unit for use in the State of Arizona. License information for the manufacturer and dealer are to be noted on the application.

**Compliance Control Manual** – Documents submitted by a manufacturer licensed by the Department of Housing that details the factory operations and measures to insure quality control.

- Provide a completed ADOH Plan Review Application. (Available on our website)
- Refer to and include the Compliance Manual Checklist for information to be included in plan submittal documentation.

**Factory Built Building-New building plans** – Plans and calculations submitted by a manufacturer licensed by the Department of Housing for the construction of a factory built building.

- Provide a completed ADOH Plan Review Application.
- Refer to and include the Factory Built Building Plan Checklist for information to be included in plan submittal documentation.

**Factory Built Building-Reconstruction** – Plans and calculations submitted by a manufacturer licensed by the Department of Housing for the reconstruction of a manufactured home or factory built building.

- Provide a completed ADOH Plan Review Application.
- Refer to and include the Reconstruction Checklist for information to be included in plan submittal documentation.

**The above three approved plan types can be supplemented. This is for minor changes to a few sheets, if the changes are too drastic, the application will be canceled and a new application will be required.**

**Supplement Plan** - Documents/details/calculations noting modifications to a plan previously issued a prior approval.

- Provide a completed ADOH Plan Review Application.
- Digital PDF copy of the originally approved plans.
- Detailed narrative of the changes proposed with the supplemental.
- Plans, details, and calculations supporting the proposed changes.

### **Important Notes:**

- ✓ All applications will receive two attempts to be accepted in as complete and all accepted applications have three attempts for approval; applications that are not complete within the above guidelines will be forfeited.
- ✓ All plan review applications are to be uploaded to the e-Licensing Solutions portal. (Available on our website)
- ✓ A copy of the application, checklist, documents, and plans for review are to be in (unlocked) pdf format.
- ✓ Digitally signed or locked documents are not accepted for plan review.
- ✓ All plans, details, and calculations shall be sealed by an Arizona registered engineer.
- ✓ The 'Required' scope of the application is essential and the more details the smoother the plan review typically is.
- ✓ Permits for installation require a separate application and fee from approved building plan applications. Refer to the ADOH website for factory built building installation permit information.