



Town of Chino Valley
Development Services
1982 Voss Dr.
Chino Valley, AZ 86323
(928) 636-4427 / Fax 636-6937

MFH BUILDING PERMIT APPLICATION REQUIREMENTS

To submit for a building permit for a Manufactured Home please provide the following:

- Completed Building Permit Application. **Applications may be submitted online @ www.citizenserve.com Citizens Access Portal (CAP)**
- Copy of an approved and stamped septic system permit application from Yavapai County Environmental Services showing the placement of the new manufactured home. Yavapai County Environmental Services is located at 1120 Commerce Dr. Prescott, AZ, (928) 771-3214.
- Completed driveway application with site plan showing the proposed driveway.
- MFH Installers must provide their Installers License number obtained from the Department of Fire, Building and Life Safety that allows them to operate within the scope of work for Mobile/Factory Built Buildings.
- Installers must provide their Town of Chino Valley business license.
- Provide a list of all subcontractors and their license numbers obtained from the Registrar of Contractors and the Town of Chino Valley.
- Used MFH require a copy of a title or registration providing proof of manufacturer, size, vehicle identification number and year. All manufactured homes must have a minimum width of 12 feet, a minimum of 400 square feet of livable space, and was manufactured after June 15, 1976.
- Submit a \$350.00 non-refundable fee along with the \$30.00 driveway permit fee.

A completed application and any other required documentation must be submitted in order for your application to be accepted.

GENERAL INFORMATION

- Address numbers must be: 5 inches high and $\frac{3}{4}$ inch broad stroke minimum, contrasting colors, and readable from the street before inspection.
- Placement/construction must begin within 180 days of the date of permit issuance. Substantial progress must be demonstrated every 180 days or the permit will expire.

Inspection requests can be scheduled by texting or calling the Citizenserve Interactive Voice Response (IVR) Inspection Request Line at (928) xxx-xxxx Requests made before 6:00 AM will be scheduled for the same day. Requests after 6:00 AM, inspections will be performed the next business day unless prior arrangements have been made. A valid permit and approved construction plans must be on site for an inspection to be performed.

- Regulations and codes exist and are enforced for the consumer's protection and safety. For further information and assistance, contact the Town of Chino Valley Development Services, located at 1982 Voss Dr. Chino Valley, AZ 86323, or (928) 636-4427.
- Any additions to the basic manufactured home must have a building permit.

INSPECTION REQUIREMENTS

1ST INSPECTION:

- Minimum 5 inch house numbers of contrasting color visible from the street.
- Unit blocked and leveled.
- Pedestal or panel installed with pad poured and ground in place.
- Wiring from pedestal or panel to sub panel.
- Tie downs on all single wide units.
- Installer's insignia to be in place.
- Sewer line under unit and to septic tank or sewer with cleanouts and tracer wire.
- Water line from meter or well to unit with heat tape and insulation under unit and tracer wire.
- Gas yard line installed and piped to unit with pressure test in place.
- Set up manual on site and steps to unit.

Skirting may not be installed until the unit has passed the first inspection. Skirting and venting must be installed and inspected within 60 days of the first inspection. Minimum requirements for venting are 1 square foot of ventilation for every 150 square feet of floor area. Vents are required to be screened.

FINAL INSPECTION

- Lot must be graded and slope a minimum of 6 inches in 10 feet away from the unit.
- Culvert must be installed.
- Skirting must be in place.

The permit fee of \$350.00 includes a total of three (3) inspections. Additional inspections will require an \$84.00 inspection fee for each inspection.