



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)
- Site Plan showing all distances to other structures and property lines. If in a park, the distances to the adjacent Manufactured Homes on both sides of the new installation.
- 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 manufactured after June 15, 1976.
- Submit a \$360.00 non-refundable fee along with the \$30.00 driveway permit fee.

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

GENERAL INFORMATION

- Address numbers must be: 5 inches high and ¾ inch broad stroke minimum, contrasting colors, and readable from the street at the time of 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 (855) 855-8919 Requests made before midnight will be scheduled for the next business day. 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.

NOTE:

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 sloped a minimum of 6 inches in 10 feet away from the unit.
- Culvert must be installed, inspected, and approved if required.
- Skirting must be in place.
- Utilities released after final inspection

The permit fee of \$360.00 includes a total of three (3) inspections. Additional inspections will require an \$120.00 inspection fee for each inspection.



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

BUILDING PERMIT APPLICATION

Permit # _____

RESIDENTIAL PERMIT	_____ New Structure	_____ Drive Way	_____ Accessory	_____ Remodel	_____ Addition	_____ Solar
COMMERCIAL PERMIT	_____ New Structure	_____ Tenant Improvements	_____ Addition	_____ Solar	_____ Other	_____

Applicant's Name: _____ Date _____
 Phone: _____ Cell Phone: _____ Fax: _____ Email _____
 Applicant Address: _____ Parcel _____
 Property Owner: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Email: _____

Scope of work

Project Description: _____ Project Valuation: \$ _____

A BOND Exemption form is required if the job value exceeds \$50,000 excluding the land, and work done by owner builder.

Site Address: _____ Parcel Number: _____

Subdivision: _____ Lot number: _____

Property owner: _____ email Address: _____

How many structure are you building? _____ Number of stories: _____ Total Site Built Square Footage: _____

Single Family: SF _____ Accessory SF: _____ Addition SF: _____ Porch/Patio SF: _____

Covered/Uncovered Deck SF: _____ Carport SF: _____ Barn SF: _____ Shed SF: _____ Other: _____

Commercial Building SF: _____ Commercial Remodel SF: _____ Commercial Other SF: _____

Used Manufactured Homes /Factory Built - copy of the title is required to be submitted with the permit application

Factory Built Building; Make: _____ Year: _____ Vin # _____ Size: _____

Manufactured Home: Make: _____ Year: _____ Vin# _____ Size: _____

Owner Builder (Residential Only) _____ Exempt _____

Engineer/Architect: _____ Address: _____

General Contractor: _____ State Lic. # _____ Town Bus. Lic # _____

Address: _____ Email: _____

Mechanical Contractor: _____ State Lic. # _____ Town Bus. Lic # _____

Address: _____ Email: _____

Electrical Contractor: _____ State Lic. # _____ Town Bus. Lic _____

Address: _____ Email: _____

Plumbing:Contractor: _____ State Lic.#: _____ Town Bus. Lic# _____

Address: _____ Email: _____

Applicants Signature: _____ Date: _____

Received by: _____ Date: _____



Development Services Department
1982 Voss Drive
Chino Valley, AZ 86323

(928) 636-4427
Fax (928) 636-6937
www.chinoaz.net

ADDRESS: _____ PARCEL # _____

DATE: _____ PERMIT # _____

MANUFACTURED HOME CONTRACTORS CHECKLIST

- Provided Town of Chino Valley with soil compaction report
- Drainage away from home 6" in 10' or swale diverting water away from home where appropriate
- Home anchored per DFBLS standards and inspected
- Longitudinal anchors installed (all wind zones)
- Electrical continuity
- Electrical polarity
- Water test 100 psi for 15 minutes
- Sewer test per DFBLS guidelines
- Gas test by Town of Chino Valley Building Inspector. Release at final inspection
- Pads, slabs, ribbons poured with 28 day 3000 psi concrete
- Water crossover (if applicable)
- Sewer crossover (if applicable)
- Gas crossover (if applicable) Must be quick disconnect
- Pipe and duct support 4' minimum
- Duct crossover per DFBLS guidelines 1 Y, "strap recommended

HUD/FBB # _____

SERIAL # _____

INSTALLER _____

LICENSE # _____

DEALER ADDRESS _____

THIS FORM MUST BE COMPLETED AND RETURNED TO THE BUILDING DEPARTMENT PRIOR TO REQUESTING A FINAL INSPECTION

Comments: _____

Contractor Name: _____

Contractor Signature: _____ Date: _____

STAFF: PLACE IN FILE WITH IGA FOR AUDITING PURPOSE!