



Town of Chino Valley
Development Services Department
1982 Voss Drive
Chino Valley, AZ 86323
(928) 636-4427
dpadmin@chinoaz.net

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 using the permit portal located on the Permits page on the town website www.chinoaz.net**
- 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.
- If not on Town of Chino Valley sewer system, a copy of an approved and stamped septic system permit application from Yavapai County Environmental Services at 1120 Commerce Dr. Prescott, AZ, (928) 771-3214 showing the placement of the new manufactured home
- Completed driveway drawing on a separate 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 information on the application.
- 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

All plans are required to meet the 2018 IBC, 2018 IRC, 2018 IFGC, 2018 IMC, 2018 IPC, and 2017 NEC.

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.

Inspections - Requests can be scheduled by using the permit portal located on the "Permits" page of the Town website at www.chinoaz.net. Requests made before midnight can be scheduled for the next business day. A valid permit and approved construction plans must be on site for an inspection to be performed.



Town of Chino Valley
Development Services Department
1982 Voss Drive
Chino Valley, AZ 86323
(928) 636-4427
dpadmin@chinoaz.net

GENERAL INFORMATION - Continued

- Address numbers must be 5 inches in height and $\frac{3}{4}$ 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 using the above mentioned portal located on the Town website under the "Permits" page. 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.

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 grounding in place.
- Wiring from pedestal or panel to sub panel.
- Tie downs on all required units.
- Installer's insignia 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 must be screened.

FINAL INSPECTION

- Lot must be graded and sloped a minimum of 6 inches 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
- Driveway Inspection must be inspected and approved
- MFH Installer Checklist must be received in our office prior to the issuance of a Certificate of Occupancy

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