CITY OF BULLHEAD CITY
COMMERCIAL and MULTI-FAMILY FACTORY-BUILT BUILDING (Modular)

This list has been compiled in order to outline the most common type of commercial Factory-Built Building submittal. All requirements for a specific project type may not be listed. It is the applicant's responsibility to verify specific conditions of approval. If you have questions contact City staff for clarification prior to submittal at 928-763-0124. Failure to provide a complete submittal, as outlined below, may cause delays in the processing of your permit.

"Factory-Built Building (FBB)" means a residential or nonresidential building including a dwelling unit or habitable room thereof which is either wholly or in substantial part manufactured at an off-site location to be assembled on-site, except that it does not include a manufactured home, recreational vehicle or mobile home as defined by Arizona Statute.

"Modular Building" means a building, or a module or component of a building, which is factory fabricated and assembled, and then transported to the site. Modular units are to be connected together and are set and securely connected to a permanent foundation and connected to permanent or rigid utilities to make a single building.

Modular buildings as defined in 17.04.205 of the Municipal Code are prohibited on parcels of land within two hundred feet of Highway 95 as measured from the right-of-way line. Contact Planning staff at 928-763-0123.

GENERAL REQUIREMENTS FOR PLAN SUBMITTAL:

The applicant is responsible for coordinating with the Arizona Department of Housing (ADOH) for their plan review process. The ADOH plan review fees are separate from City fees.

Phone: 602-771-1000
Website: https://housing.az.gov/manufactured-housing/factory-built-buildings

This is our understanding of their process:

- The FBB manufacturer submits a set of plans to ADOH for plan review. This review approval is for the building manufacture only. Once approved the plans are stamped in red by the ADOH and assigned an **F#** number.
- For each site specific installation the Developer then submits the F# set of plans to the local jurisdiction (City) along with a site-specific application, site plan and any other items required locally for plan review.
    - ADOH FBB application - for the FBB ADOH Installation permit.
    - City standard permit application – for the FBB City Zoning Clearance and Site Development permits.
    - One (1) 8 ½ x 11 site plan.
    - One (1) copy of the ADOH stamped F# plans.
    - Three (3) copies of the Civil plans.
    - One (1) copy of the dealer sales contract if accessory structures are included in contract.
    - One (1) completed City Drainage Fixture Unit REU form.
    - One (1) completed City Water Resource Fee Calculation WRF form.
    - One (1) copy of septic tank permit and well permit with site plans (if applicable).

    - A digital copy or link to a drop box containing all submittal documents is also required. Contact City staff at 928-763-0124 for email address.
    - Plan review fees are collected at the time of submittal.
- The City reviews the site plan and F# plans for Zoning compliance and the Civil plans for City compliance. Once approved, the City will provide the Developer with an approved site plan and a Zoning acceptance letter that includes the FEMA flood zone for the specific site.
- If the lot or space is in a FEMA designated flood zone other than X or X(Shaded) additional installation documentation will be required.
- The Developer then submits to the ADOH for review a complete plan set along with the City's approval documents. This complete plan set is site specific, and includes the F# plans, site plan, foundation plan, attached accessory structures plans, etc. Once approved the plans are stamped in red by the ADOH and assigned a **D-FD#** number. This approval is for the site-specific installation.
- The Developer then resubmits to the City for review two copies of the color stamped approved D-FD# site specific plans. A digital copy or link to a drop box containing all updated submittal documents is also required. Contact City staff at 928-763-0124 for email address.
- The Developer submits all required Outside Agency approval notices, applicable to their project, to the City.
- Once all required approvals are confirmed the permits are prepared for issuance.

Permits required typically include: Factory-Built Building Zoning Clearance, ADOH FBB Installation, Site Development, Accessory Structures and Right-Of-Way. There are fees associated with permits that may include permit, plan review, water resource, sewer application, sewer tap fees, etc. Plan review fees are collected at the time of submittal.

The Arizona Department of Housing (ADOH) requires a Factory Built Building Installation permit. Accessory structures such as attached ramps, decks and awnings, included in the dealer's sales contract, are to be included on the State permit. The City has entered into an agreement with the ADOH to administer their program within the City limits.

ADA accessibility is required (parking, signage, accessible route, ramp, entrance, restrooms, etc.)

Utilities:

Commercial buildings for human occupancy are to be connected to public potable water, sanitary sewer and electric systems.

Alternatives:

- Septic Tank: Provide a copy of the sewage disposal system permit and approved site plan from Mohave County Development Services Department.
- Private Well: Provide a copy of the Arizona well permit.
- Alternative/Off-grid Electrical: Provide plans. System must be approved by the Building Official.

Outside Agency Approvals:

Prior to City permit issuance it is the applicant's responsibility to obtain all required non-City agency approvals that are applicable to the scope of the project (BHC Fire Department, Mohave County Development Services, Mohave County Environmental Health Department, ADOT Hwy 68, Utility Providers, Etc.) See the "Outside Agency Approvals" form.

PLANS: To be on minimum 24"x36" sheets, fully dimensioned and to scale, to include:

Items that require design by a registrant, per the building code or the Arizona Board of Technical Registration, are to be sealed and signed by an Arizona licensed registrant. City ordinance requires one set to contain the registrant's original signature the second set can be a copy.

Site Plan:

— Property boundary dimensions, monuments, elevations, proposed building dimensions, finished floor elevation and distances to all structures and property lines.
— Location and dimensions of all easements and setbacks.
— Location and dimensions of adjacent street right-of-ways, existing and proposed.
— Location of existing utilities and location and specifications of proposed utilities.
  - Electric: service line and service panel(s).
  - Water: service main and meter or well location.
  - Sewer: service line or on site waste system.
  - Gas: service line and meter.
— Identify and detail all required accessibility provisions including parking, ramps, signage and accessible paths of travel.
— Driveway entrances, existing and proposed (Construction is to be per MAG Standard details 250 or 251).
— See attached Planning & Zoning check list for additional Site Plan, Parking Plan, Landscape Plan, Screening, Signage and Other requirements.

Grading and Drainage Plan:

— All plans shall meet the requirements of the Bullhead City Procedures Manual and the International Building Code (A separate grading permit may be required).
— List cut/fill quantities in cubic yards.
— Show existing and proposed contours (1 or 2 ft. contour intervals).
— Provide for retention of storm drainage.
— Submit a hydrology study prepared by an appropriate Arizona registrant.
— Submit a geotechnical report prepared by an appropriate Arizona registrant.
— Submit structural design for retaining walls prepared by an appropriate Arizona registrant.

Off-Site Improvements:

— Off-site construction including, but not limited to curb, gutter, sidewalk, and street lights to be in accordance with the Bullhead City Procedures Manual.

Factory-Built Building Zoning Clearance:

— Copy of State approved plans for the modular unit and attached accessory structures such as ramps, stairs and landings. See Plan Submittal section.

Accessory Structures not included on State permit:

The City does not issue permits for attached accessory structures associated with factory-built building projects until the State permit has been finaled. Until then, all attached accessory structures must be included as part of the State permit. A separate City permit is required.

OTHER REQUIRED INFORMATION:

— General Contractor:
  - Provide contractor's license numbers.
  - Provide contractor's TPT number.
  - For projects with a valuation of $50,000.00 or more, contractors are to provide a copy of their Arizona Department of Revenue, Bond Exemption Certificate or a One-time Bond Exemption.
  - Provide contractor's City of Bullhead City business license number.
  - Provide a completed sub-contractor list.

GENERAL INFORMATION

- See permit "Building and Zoning Permits Guide" for review timelines.
- Separate permits may be required for other related work such as retaining walls, signs, etc.
- A separate Flood Plain Development permit is required if lot is in a FEMA designated flood zone.

- A separate permit is required for construction within the City's right-of-way or easements such as driveway approaches, sidewalks, etc.
- All factory-built building projects shall comply with City setback, lot coverage, building separation, and easement requirements.
- Address numbers shall be placed on the factory-built building unit and be visible from the street, a minimum of six inches in height.
- Evidence that termite pre-treatment service or treatment has been completed shall be submitted prior to issuance of the Certificate of Compliance.
- All factory-built building projects shall comply with the Arizona Department of Housing (ADOH) Installation permit requirements.
- The applicant has 90 days from permit issuance to call for an inspection of the address numbers and factory-built building location (setbacks). Inspection request line (928) 763-0172.
- The applicant has 180 days from permit issuance to complete the process including the final State inspection, driveway, termite certificate, etc. and request a final inspection by the City to obtain the ADOH Certificate of Occupancy and City Certificate of Compliance.
- Permit extension requests must be received by the City in writing prior to the expiration date. A permit extension fee may be applicable.

PERMIT INFORMATION:

- A twenty-four (24) hour inspection request line is available, call (928) 763-0172.
- The permit inspection card must be posted on the construction site at all times.
- The approved plans must be on the job site for all requested inspections.
- The survey monuments for all property corners shall be in place and maintained for inspection purposes during the effective term of the permit.
- Prior to digging call Arizona 811; in AZ dial 811, out of state 1-800-STAKE-IT (1-800-782-5348)
- Temporary restroom facilities and a minimum three cubic yard trash receptacle are required.

ADOPTED BUILDING CODES (with local amendments):

Title	Code Year	BHC MC Chapter	Title	Code Year	BHC MC Chapter
International Building Code, ICC	2018	15.12	International Fire Code, ICC	2018	15.24
International Residential Code, ICC	2018	15.14	International Energy Conservation Code, ICC	2018	15.22
National Electric Code, NFPA	2017	15.20	International Existing Building Code, ICC	2018	15.26
International Mechanical Code, ICC	2018	15.28	International Swimming Pool and Spa Code, ICC	2018	15.30
International Plumbing Code, ICC	2018	15.32			
International Fuel Gas Code, ICC	2018	15.34	ADAAG Manual, ADA US Access Board	2010	NA

The Arizona Department of Fire, Building and Life Safety adopted the 2024 International Fire Code. For additional information contact the Bullhead City Fire Department at (928) 758-3971.

For specific Planning & Zoning codes, Engineering codes, Building codes and local code amendments, along with plan submittal requirements applicable to various project types, review our informational handouts under ***Departments*** and the City's ***Municipal Code*** at www.bullheadcityaz.gov.

PLANNING & ZONING PLAN CHECK LIST
COMMERCIAL AND/OR MULTIPLE FAMILY PLAN REVIEW

PROJECT NAME:_____ **ADDRESS:**_____.

SUBDIVISION:_____ **TRACT:**_____.

BLOCK:_____ **LOT:**_____ **APN#:**_____ - ____ - _____ **LOG:**_____.

The following items are meant to provide a guideline to assist you in your submittal of plans for review by the Planning & Zoning Division. Your submittal needs to include the following information.

SITE PLAN

1. Physical address, parcel number, legal description of property and current zoning designation.
2. Address and phone number of owner and project designer.
3. North arrow, accurate drawing scale, property lot line dimensions, corner markers and overall property square footage.
4. Setbacks and easements accurately shown.
5. Dimensions and square footage of existing and proposed buildings and dimensions between buildings.
6. Dimensions from property line to structure to property line.
7. Locations, widths and names of streets.

PARKING PLAN

1. Calculation data for number of parking spaces required and provided based upon the intended uses (see Chapter 17.44 of the municipal code).
2. Surfaced with acceptable material (typically asphalt or concrete, see Procedures Manual and Chapter 17.44 of the municipal code for more information).
3. Parking to be located on same lot or within 300 feet on property appropriately zoned for such use.
4. Parking shall be located a minimum of five feet from any property line fronting on a right-of-way.
5. Minimum driveway entrance widths of 12 feet for one-way travel and 24 feet for two-way travel and fire lanes.
6. Dependent upon lot design, minimum widths of interior travel aisles and parking stall dimensions should comply with the Bullhead City Procedures Manual.
7. Handicap parking and access aisles shall comply with the 2010 ADAAG. Van accessible handicap parking stalls are to be a minimum of 8' x 20' with an 8' x 20' access aisle, or 11' x 20' with a 5' x 20' access aisle. Standard handicap parking stalls are to be a minimum of 8' x 20' with a 5' x 20' access aisle. The access aisle must connect to an accessible route to the building entrance.
8. Any improvements to be placed in the Arizona Department of Transportation (ADOT) right-of-way require a permit by ADOT. Contact ADOT at (928) 681-6010 for permit information. It is the owner's responsibility to know the location of ADOT right-of-way.
9. Lighting must be provided for parking areas utilized during hours of darkness. Any outdoor illumination must be directed away or shielded from adjoining residential lots.

LANDSCAPE PLAN

1. Calculation data for landscaping required and provided, with legend describing all symbols, plant types, names, sizes and quantities, IE:
    a. Trees - one for each 50 linear feet of street frontage rounded to nearest whole number divisible by fifty, minimum 15 gallons in size.
    b. Shrubs - two for each 25 linear feet of street frontage rounded to nearest whole number divisible by twenty-five, minimum 5 gallons in size.
    c. Annuals, perennials, grass, or ground cover - equal to 2% of the total lot area.
2. Show plant layout on site plan using symbols in legend. All vegetation must be from City's approved plant list.
3. The interior of all areas used for parking lots must be landscaped as set forth below:
    a. Landscaped areas shall contain a minimum of twenty-five square feet and shall have a minimum average width of at least five feet.
    b. For every ten required parking spaces or portion thereof, a minimum of two shrubs not to exceed three feet in height shall be provided within the interior of the parking area.
    c. The balance of the landscaped areas shall be occupied by any approved landscape materials.
    A minimum 5 foot wide landscape area adjacent to all street right-of-way lines and between curb and property lines. Any improvements to be placed in the Arizona Department of Transportation (ADOT) right-of-way require a permit by ADOT. Contact ADOT at (928) 681-6010 for permit information. It is the owner's responsibility to know the location of ADOT right-of-way. (Highway 68)
4. Any landscape areas located within the 25 foot sight obstruction triangle for corner lots or driveway entrances shall be no more than three feet in height.
5. All areas of the project property not occupied by structures or parking areas shall be covered in minimum 1-1/2" of decomposed granite.
6. Show protection from vehicular traffic to landscape areas.
7. Indicate irrigation layout and type, vacuum breaker or backflow valve.

SCREENING

1. A minimum 6 foot high screening device (solid fence) is required for areas of outside storage, loading, delivery and service bays adjacent to different zoning districts. Areas of outdoor operations or storage must be screened from public view.
2. Indicate the height and type of material used for screening device(s).
3. A minimum 6 foot high screening device is required for screening of trash bins. The following is required for the screened enclosure:
    a. A structural profile of enclosure.
    b. A six inch slab on profile.
    c. A six foot screen gate - gates do not swing open into a public right-of-way.
    d. The approach in front of enclosure shall be paved.
5. Provide an 8½ x 11 site plan and letter from the trash hauler approving the enclosure placement and construction.
6. Show screening for all ground or roof mounted mechanical equipment.
7. Screening devices encroach into utility or drainage easements will require an encroachment permit.

PERFORMANCE STANDARDS

1. Prefabricated buildings that are to be placed on parcels of land zoned C1, C2, or C3 and located within one hundred fifty feet (150) of a major or minor arterial street as measured from the right-of-way line and as identified in the Bullhead City General Plan shall provide supplemental standard building materials, forms, and detailing on the exterior elevation of the front building face. Said standard building materials, forms, and detailing shall also be added to the portion of the side building faces that are visible from the front building side along the major or minor arterial streets as identified in the Bullhead City General Plan. At least thirty-three percent (33%) of the total visible wall area of said exterior elevations within said one hundred fifty feet (150) shall be a standard building material such as masonry, stucco, or brick.

SIGNAGE

1. Signs for different businesses located within the same building or shopping center/mall shall be of matching design and materials. Sign size, location, height, etc. must comply with Chapter 17.42 of the municipal code.

MULTIPLE FAMILY Information required beyond the above requirements

1. Number of units cannot exceed the maximum allowed by the density district (D1, D2, D3). See Table 17.38.020 of the municipal code.
2. Accessory storage area must be provided in accordance with Section 17.18.020 of the municipal code.

OTHER

1. Address and unit or suite numbering must be in compliance with the Street Name and Numbering Handbook and grid.
2. Maximum allowable height for structures is 35 feet.
3. If there's an increase in the number of structures on a site or the square footage of a building increases by 10% or more, or there's a change in occupancy, any non-conforming landscaping, screening and parking must be brought into compliance with current code requirements.
4. The following may be required prior to building permit issuance. Verify applicability with a Planner.
    a. Zone changes
    b. Conditional Use Permit
    c. Variance
    d. Abandonment
    e. Right-of-Way dedication
5. Separate permits are required for:
    a. Signs
    b. Fences or screening devices
    c. Driveway approaches
    d. Future construction or installations
    e. Any work along Highway 95 & Highway 68 right of way may require an ADOT permit.

CITY OF BULLHEAD CITY
DEVELOPMENT SERVICES
2355 TRANE ROAD
BULLHEAD CITY, AZ 86442
Office: 928-763-0124
Fax: 928-763-0131

PERMIT APPLICATION

LOG NUMBER: _____

PERMIT NUMBER: _____

PROJECT ADDRESS: _____

Project Description: _____ Project Valuation: $_____

LEGAL DESCRIPTON:

A.P.N: _____-_____-_____ Subdivision: _____
ASSESSOR PARCEL NUMBER

Tract: _____ Block: _____ Lot: _____Parcel: _____M&B: SEC._____ , T____N , R____W

APPLICANT: _____ Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Numbers
(Home/Office):_____ Cell :_____ Fax :_____

Email Address: _____

PROPERTY OWNER: _____

Mailing Address: _____

City: _____

State: _____ Zip Code: _____

Phone Numbers
(Home/Office):_____

Cell :_____ Fax :_____

Email Address:_____

OFFICE USE ONLY

PROPERTY OWNER INFORMATION PER MOHAVE COUNTY

Owner:_____

Mailing Address: _____

City: _____

State:_____ Zip Code:_____

☐ New Owner / Sale Date: _____

TENANT: _____ Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Numbers
(Home/Office): _____ Cell :_____ Fax : _____

Email Address: _____

☐ **OWNER BUILDER**: (requires completion of the "**Declaration of Intent**" form)

-or-

☐ **CONTRACTOR:**_____ Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Numbers

(Home/Office):_____ Cell :_____ Fax :_____

Email Address: _____

Arizona State Contractors License Number: _____

Arizona Transaction Privilege Number: _____

City of Bullhead City Business License Number: _____

Per ARS 9-495. Employees providing assistance; identification; communication:

A. In any written communication between a city or town and a person, the city or town shall provide the name, telephone number and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following:

1. Demands payment of a tax, fee, penalty, fine or assessment.
2. Denies an application for a permit or license that is issued by the city or town.
3. Requests corrections, revisions or additional information or materials needed for approval of any application for a permit, license or other authorization that is issued by the city or town.

B. An employee who is authorized and able to provide information about any communication that is described in subsection A of this section shall reply within five business days after the city or town receives that communication.

Per ARS 9-834. Prohibited acts by municipalities and employees; enforcement; notice:

A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.
H. A municipality shall prominently print the provisions of subsections A, B, C, D, E, F and G of this section on all license applications.
I. The licensing application may be in either print or electronic format.

Warning - Plans Control:

Once submitted to the City for review, permits and their associated construction documents are considered to belong to the property owner, as recorded with Mohave County at the time of application and permit issuance, regardless of who is listed on this application as the owner, tenant, applicant, technical registrant or contactor and regardless of who paid the associated fees to the City. The City will not determine between competing interests who has legal right to the permit and associated construction documents.

Licensing Timelines:

Overall timeline for application review is 60 working days consisting of: Up 15 working days for administrative review for application completeness. Up to 45 working days for substantive review of the application. *(see "Building and Zoning Permits" guide for complete details)* An applicant may receive clarification of the City's interpretation or application of a statute, ordinance code or policy statement impacting the application.

Acknowledgement:

I hereby acknowledge that the information I have provided is correct and I agree to comply with all State, County and City laws and ordinances regulating construction, and that I will advise all interested parties under this application of the licensing and plans control provisions above. I also acknowledge I am aware of CC&R's in general; that the City is not responsible for reviewing compliance with any CC&R's that apply to the project; and that in my opinion no CC&R exists or applies or has been or will be complied with. I understand and agree the City of Bullhead City has no obligation to explain every requirement and ordinance to me prior to approval of my project. I also acknowledge by signing this application I authorize any City of Bullhead City personnel access to the property at all reasonable times to ascertain relevant information, including the current condition of the property, and perform any and all inspections. The issuance of a permit based on plans, specifications and other data shall not prevent the building official from thereafter requiring the correction of errors in said plans, specifications and other data, or preventing building operations when in violation of this code or of any State, County or City laws, rules or regulations.

_____ _____ _____ _____

Owner/Agent Signature **Date** **Applicant's Signature** **Date**

(By signing as 'Agent' I am signing on behalf of the owner and I have the owner's permission and authority to do so.)

OFFICE USE ONLY

Census: _____

Square Footages: _____

Type of Construction: _____ Occupancy Classification:_____ Occupant Load: _____ Number of Bedrooms: _____ Flood Zone:_____

Pre-Paid Amount: _____ Paid By: _____Receipt # : _____

Valuation: _____ Permit Fee: _____ Plan Review: _____

Sewer Capacity Fee: _____ Water Resource Fee: _____ Eng. Plan Rev: _____

Zoning: _____ Lot Size: _____ Lot Coverage: _____

Minimum Setbacks: Front: _____ Side: _____ Street Side: _____ Rear:_____

Easements:_____

Comments: _____

	REVIEWED BY (STAFF INITIALS)	DATE (MM/DD/YY)
SUBMITTAL		
P&Z		
BLDG.		
ENG.		
APPROVAL		
TYPED		

CONTRACTOR LIST **Log #:** _____ **Permit #:** _____

Contractor _____ Type: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Office #: _____ Cell #: _____ Fax #: _____
Email: _____
AZ Registrar of Contractors Number: _____
Arizona Transaction Privilege Tax Number: _____
City of Bullhead City Business License Number: _____

Sub-Contractor _____ Type: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Office #: _____ Cell #: _____ Fax #: _____
Email: _____
AZ Registrar of Contractors Number: _____
Arizona Transaction Privilege Tax Number: _____
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City: _____ State: _____ Zip: _____
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Arizona Transaction Privilege Tax Number: _____
City of Bullhead City Business License Number: _____

CITY OF BULLHEAD CITY
DEVELOPMENT SERVICES
2355 TRANE RD
BULLHEAD CITY, AZ 86442
ZONING 928-763-0123 BUILDING 928-763-0124

FACTORY BUILT BUILDING INSTALLATION PERMIT APPLICATION

OWNER INFORMATION

Name	Email Address
Phone Number	Mailing Address: (Please include City, State, Zip Code)

INSTALLATION ADDRESS

Address	City	State	Zip Code
		AZ	

UNIT INFORMATION

Manufacturer	Serial Number	Mfg. Certificate Number	Size	Occupancy Type

☐ **Permanent** *(Building installed for more than 6 months)* ☐ **Temporary** *(Leased building installed for 6 months or less)*

☐ Fire Sprinkler System ☐ N/A Local fire authority having jurisdiction: _____

☐ Fire Alarm System ☐ N/A Local fire authority having jurisdiction: _____

PROPERLY LICENSED ENTITY(S) PERFORMING WORK:

Company Name	Email Address	
License Number	License Classification	Phone Number
Address (Please include City, State, Zip Code)		

To add additional Installers and/or Contractors, please use Subcontractor Supplement Form

DEALER INFORMATION

Company Name	Email Address	
License Number	License Classification	Phone Number
Address (Please include City, State, Zip Code)		

PERMIT PURCHASER INFORMATION

Applicant Name	Date
Email Address	

THIS SECTION IS FOR OFFICE USE ONLY

Permit Number:	Issue Date:		
	Plan Approval #:		

It is the permit holder's responsibility to call for all required inspections: 928-763-0172

CITY OF BULLHEAD CITY
DEVELOPMENT SERVICES
2355 TRANE RD
BULLHEAD CITY, AZ 86442
ZONING 928-763-0123 BUILDING 928-763-0124

FACTORY BUILT BUILDING INSTALLATION PERMIT APPLICATION

SUBCONTRACTOR SUPPLEMENT FORM

Please list all licensed subcontractors associated with the installation / accessory structures of the factory built-building /single family factory built-building (electrical, plumbing etc.).

Contractor's Company Name _____

License Number _____ **License Classification** _____ **Phone Number** _____

Email Address _____

Check work being performed ☐ **ELECTRIC** ☐ **PLUMBING** ☐ **GAS** ☐ **MECHANICAL**

☐ **ACCESSORY STRUCTURE** _____

☐ **OTHER** _____

Contractor's Company Name _____

License Number _____ **License Classification** _____ **Phone Number** _____

Email Address _____

Check work being performed ☐ **ELECTRIC** ☐ **PLUMBING** ☐ **GAS** ☐ **MECHANICAL**

☐ **ACCESSORY STRUCTURE** _____

☐ **OTHER** _____

Contractor's Company Name _____

License Number _____ **License Classification** _____ **Phone Number** _____

Email Address _____

Check work being performed ☐ **ELECTRIC** ☐ **PLUMBING** ☐ **GAS** ☐ **MECHANICAL**

☐ **ACCESSORY STRUCTURE** _____

☐ **OTHER** _____

Contractor's Company Name _____

License Number _____ **License Classification** _____ **Phone Number** _____

Email Address _____

Check work being performed ☐ **ELECTRIC** ☐ **PLUMBING** ☐ **GAS** ☐ **MECHANICAL**

☐ **ACCESSORY STRUCTURE** _____

☐ **OTHER** _____

It is the permit holder's responsibility to call for all required inspections: 928-763-0172

THIS SECTION IS FOR OFFICE USE ONLY	
Permit Number:	Note/Comment:

CITY OF BULLHEAD CITY
DEVELOPMENT SERVICES
2355 TRANE RD
BULLHEAD CITY, AZ 86442
PLANNING 928-763-0123 BUILDING 928-763-0124

REQUIRED SIGNATURES PAGE FOR: MANUFACTURED HOME, FACTORY BUILT BUILDING AND SPECIAL EVENT INSTALLATIONS

APPLICANT NAME:		**CITY LOG#:**	
OWNER NAME:		**CITY PERMIT#:**	
INSTALLATION ADDRESS:			

Check One

- ☐ **MANUFACTURED HOME**
- ☐ **FACTORY BUILT BUILDING - RESIDENTIAL**
- ☐ **FACTORY BUILT BUILDING – COMMERCIAL**
- ☐ **FACTORY BUILT BUILDING - SPECIAL EVENT**

Per ARS 9-495. Employees providing assistance; identification; communication:
A. In any written communication between a city or town and a person, the city or town shall provide the name, telephone number and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following:
1. Demands payment of a tax, fee, penalty, fine or assessment.
2. Denies an application for a permit or license that is issued by the city or town.
3. Requests corrections, revisions or additional information or materials needed for approval of any application for a permit, license or other authorization that is issued by the city or town.
B. An employee who is authorized and able to provide information about any communication that is described in subsection A of this section shall reply within five business days after the city or town receives that communication.

Per ARS 9-834. Prohibited acts by municipalities and employees; enforcement; notice:
A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
D. A municipality shall not request or initiate discussions with a person about waiving that Person's rights
E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.
H. A municipality shall prominently print the provisions of subsections A, B, C, D, E, F and G of this section on all license applications.
I. The licensing application may be in either print or electronic format.

Warning - Plans Control:
Once submitted to the City for review, permits and their associated construction documents are considered to belong to the property owner, as recorded with Mohave County at the time of application and permit issuance, regardless of who is listed on this application as the owner, tenant, applicant, technical registrant or contactor and regardless of who paid the associated fees to the City. The City will not determine between competing interests who has legal right to the permit and associated construction documents.

Licensing Timelines:
Overall timeline for application review is 60 working days consisting of: Up 15 working days for administrative review for application completeness. Up to 45 working days for substantive review of the application. (see "Building and Zoning Permits" guide far complete details) An applicant may receive clarification of the City's interpretation or application of a statute, ordinance code or policy statement impacting the application.

Acknowledgement:
I hereby acknowledge that the information I have provided is correct and I agree to comply with all State, County and City laws and ordinances regulating construction, and that I will advise all interested parties under this application of the licensing and plans control provisions above. I also acknowledge I am aware of CC&R's in general; that the City is not responsible for reviewing compliance with any CC&R's that apply to the project; and that in my opinion no CC&R exists or applies or has been or will be complied with. I understand and agree the City of Bullhead City has no obligation to explain every requirement and ordinance to me prior to approval of my project. I also acknowledge by signing this application I authorize any City of Bullhead City personnel access to the property at all reasonable times to ascertain relevant information, including the current condition of the property, and perform any and all inspections. The issuance of a permit based on plans, specifications and other data shall not prevent the building official from thereafter requiring the correction of errors in said plans, specifications and other data, or preventing building operations when in violation of this code or of any State, County or City laws, rules or regulations.

Required Signatures:

Owner / Agent:	**Date:**	**Applicant:**	**Date:**

By signing as 'Agent' I am signing on behalf of the owner and I have the owner's permission and authority to do so.

OFFICE USE ONLY				
DESCRIPTION	**IGA FEE**	**STORIES**	**LF**	**FEE TOTAL**
MH - MANUFACTURED HOME INSTALLATION	$700.00 EACH			
FBB - RESIDENTIAL INSTALLATION	$650.00 PER STORY			
FBB - COMMERCIAL INSTALLATION	$7.00 PER LF, PER STORY			
FBB – CLASSROOM INSTALLATION	$4.00 PER LF, PER STORY			
FBB - SPECIAL EVENT INSTALLATION	$370.00 EACH			
INSTALLATION REINSPECTION OR ADDITIONAL INSPECTION NOT COVERED BY PERMIT	$185.00 EACH			
EXTENSION – 6 MONTHS MH & FBB	$150.00 EACH			
			TOTAL DUE:	

	Reviewed By:	**Date:**
Submittal		
Approval		

Eff 07/01/2025

CITY OF BULLHEAD CITY
DRAINAGE FIXTURE UNIT REU CALCULATION (Manual Fill)
(EXCEL version available upon request)

PROJECT NAME:	PROJECT ADDRESS:

TABLE 709.1, 2018 IPC
DRAINAGE FIXTURE UNITS FOR FIXTURES AND GROUPS

FIXTURE TYPE	NOTES	DRAINAGE FIXTURE UNIT VALUE		ENTER # OF NEW FIXTURES		TOTAL FIXTURE UNITS
Automatic clothes washers, commercial	a, g	3	x		=	
Automatic clothes washers, residential	g	2	x		=	
Bathroom group as defined in Section 202 (1.6 gpf water closet)	f	5	x		=	
Bathroom group as defined in Section 202 (water closet flushing greater than 1.6 gpf)	f	6	x		=	
Bathtubb (with or without overhead shower or whirpool attachments)	b	2	x		=	
Bidet		1	x		=	
Combination sink and tray		2	x		=	
Dental lavatory		1	x		=	
Dental unit or cuspidor		1	x		=	
Dishwashing machine, domestic	c	2	x		=	
Drinking fountain		0.5	x		=	
Emergency floor drain		0	x		=	
Floor drains		2	x		=	
Kitchen sink, domestic		2	x		=	
Kitchen sink, domestic with food waste grinder and/or dishwasher		2	x		=	
Laundry tray (1 or 2 compartments)		2	x		=	
Lavatory		1	x		=	
Shower		2	x		=	
Service sink		2	x		=	
Sink		2	x		=	
Urinal	d	4	x		=	
Urinal, 1 gallon per flush or less	d,e	2	x		=	
Urinal, nonwater supplied	d	0.5	x		=	
Wash sink (circular or multiple) each set of faucets		2	x		=	
Water closet, flushometer tank, public or private	d,e	4	x		=	
Water closet, private (1.6 gpf)	d,e	3	x		=	
Water closet, private (flushing greater than 1.6 gpf)	d,e	4	x		=	
Water closet, public (1.6 gpf)	d,e	4	x		=	
Water closet, public (flushing greater than 1.6 gpf)	d,e	6	x		=	
Table 709.2: For fixture types not listed based on fixture drain or trap size (inches)						
1 1/4"		1	x		=	
1 1/2"		2	x		=	
2"		3	x		=	
2 1/2"		4	x		=	
3"		5	x		=	
4"		6	x		=	
		TOTAL FIXTURES:				
		TOTAL FIXTURE UNITS:		(TFU)		
(REU - Residential Equivilent Unit, 15 Fixture Units per REU)		**TOTAL REUs:**		(REU=TFU / 15)		

For SI: 1 inch = 25.4 mm, 1 gallon = 3.785 L (gpf = gallon per flushing cycle).

a. For traps larger than 3 inches, use Table 709.2.
b. A showerhead over a bathtub or whirlpool bathtub attachment does not increase the drainage fixture unit value.
c. See Sections 709.2 through 709.4 for methods of computing unit value of fixtures not listed in this table or for rating of devices with intermittent flows.
d. Trap size shall be consistent with the fixture outlet size.
e. For the purpose of computing loads on building drains and sewers, water closets and urinals shall not be rated at a lower drainage fixture unit unless the lower values are confirmed by testing.
f. For fixtures added to a dwelling unit bathroom group, add the dfu value of those additional fixtures to the bathroom group fixture count.
g. See Section 406.3 for sizing requirements for fixture drain, branch drain, and drainage stack for an automatic clothes washer standpipe.

CITY OF BULLHEAD CITY
WATER RESOURCES FEE CALCULATION (MANUAL FILL)
(EXCEL version available upon request)

1. Applicant Name _____

2. Address _____

3. Legal Description _____

4. Assessor Parcel Numbers _____

5. Land Use/Water Information: _____

Water District: *
Use (BHC) OR (MOHAVE WATER)
See Map

PROPOSED LAND USES	CITY CODE WATER RESOURCES FEE CALCULATIONS	NUMBER OF DWELLING UNITS OR SPACES	WATER NEEDED FOR EACH LAND USE (ACRE FEET PER YEAR)	TOTAL FEES
SINGLE FAMILY RESIDENTAL (BHC)	$405 PER UNIT			
SINGLE FAMILY RESIDENTAL (MOHAVE WATER)	$721 PER UNIT			
MULTIPLE FAMILY RESIDENTIAL / RV PARK (BHC)	$341 PER UNIT OR SPACE			
MULTIPLE FAMILY RESIDENTIAL / RV PARK (MOHAVE WATER)	$596 PER UNIT OR SPACE			
		NUMBER OF REUs		
ALL OTHER USES BY REUs ** (BHC)	$449 ACRE FOOT OF ESTIMATED USE TO BE DETERMINED BY PROJECT ENGINEER & APPROVED BY CITY ENGINEER			
ALL OTHER USES BY REUs ** (MOHAVE WATER)	$1,581 ACRE FOOT OF ESTIMATED USE TO BE DETERMINED BY PROJECT ENGINEER & APPROVED BY CITY ENGINEER			
		NUMBER OF GALLONS PER DAY		
IRRIGATION *** (BHC)	$449 ACRE FOOT OF ESTIMATED USE TO BE DETERMINED BY PROJECT ENGINEER & APPROVED BY CITY ENGINEER			
IRRIGATION *** (MOHAVE WATER)	$1,581 ACRE FOOT OF ESTIMATED USE TO BE DETERMINED BY PROJECT ENGINEER & APPROVED BY CITY ENGINEER			
		TOTALS		

6. Method of Providing Water:
_____ Water Company _____ Individual Well _____ Other

7. Address Information:
Water Company _____
Developer _____
Engineer _____

Engineer's Seal

* Bullhead City Contract Area Fee OR Mohave Water Conservation District Fee

** Single Family Residential: (300 gallons per day x 365 days per year) / 325,851 gallons = Acre Feet per Year.
Multiply Family Residential / RV Park: (200 gallons per day x 365 days per year) / 325,851 gallons = Acre Feet per Year
Commercial / Other: (Number of Residential Equivalent Units REUs x 268 gallons per day x 365 days per year) / 325,851 gallons = Acre Feet per Year (See *Drainage Fixture Unit REU Calculation* form to calculate REUs.)

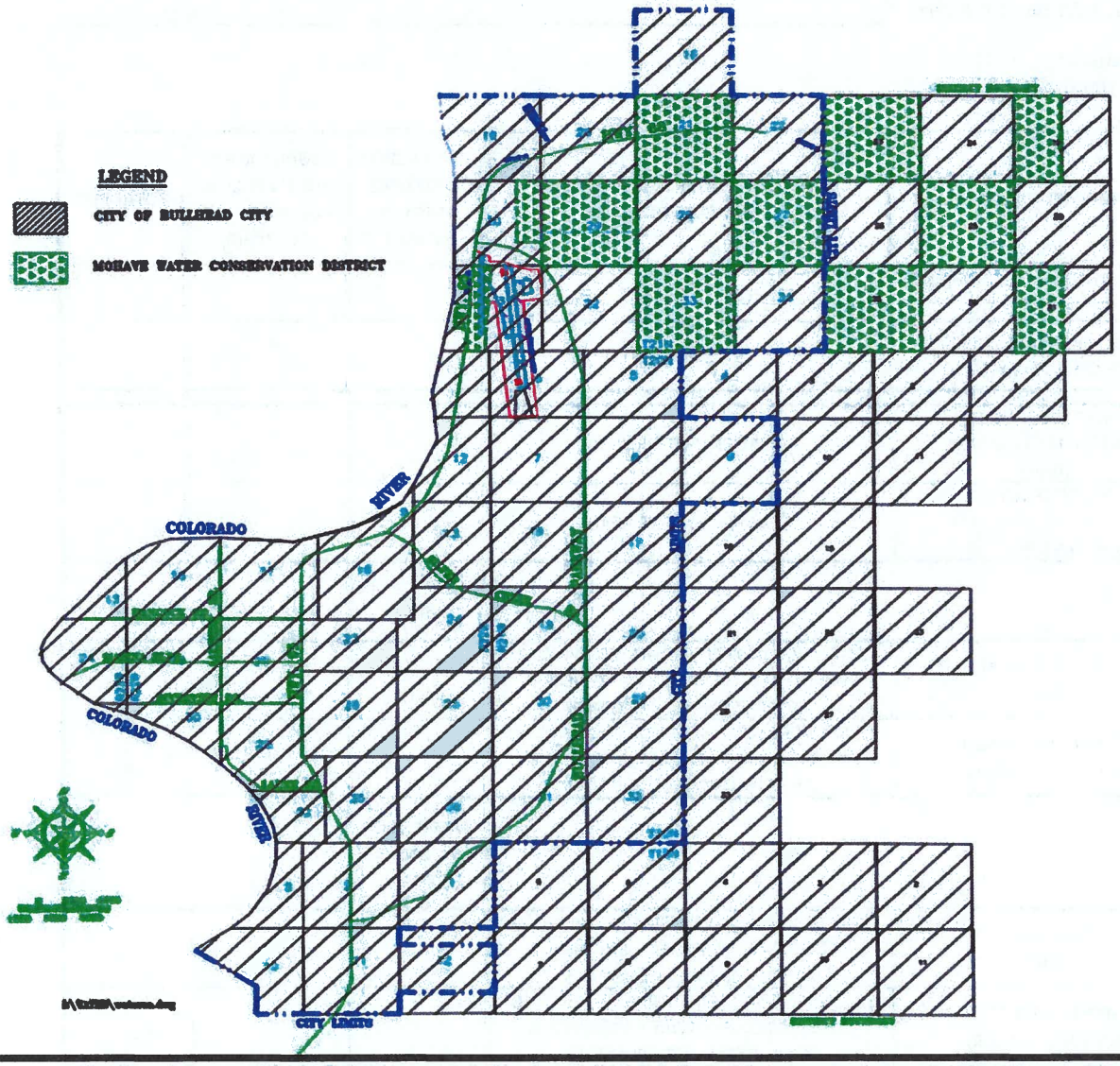
*** Irrigation: (Total gallons per day x 365 days per year) / 325,851 gallons = Acre Feet per Year.

CITY OF BULLHEAD CITY

BUREAU OF RECLAMATION

WATER CONTRACT AREAS

Figure 1



CITY OF BULLHEAD CITY
Development Services
2355 Trane Road
Bullhead City, AZ 86442
PH (928) 763-0124 FAX (928) 763-0131 TDD (928) 763-9400

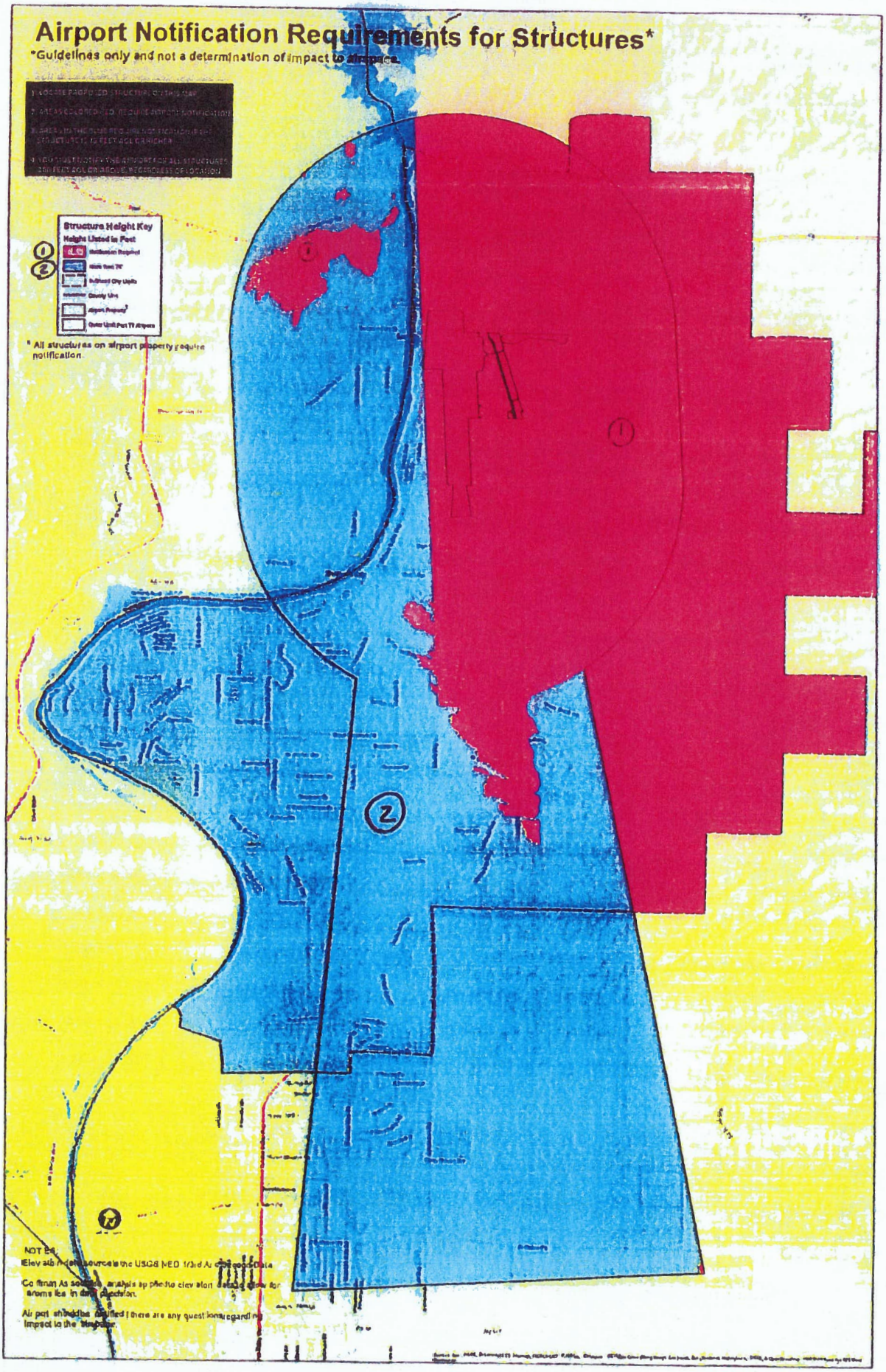
PROJECT DESCRIPTION:	**Log Number:**	**Staff:**
	APPLICANT:	

Outside Agency Approvals

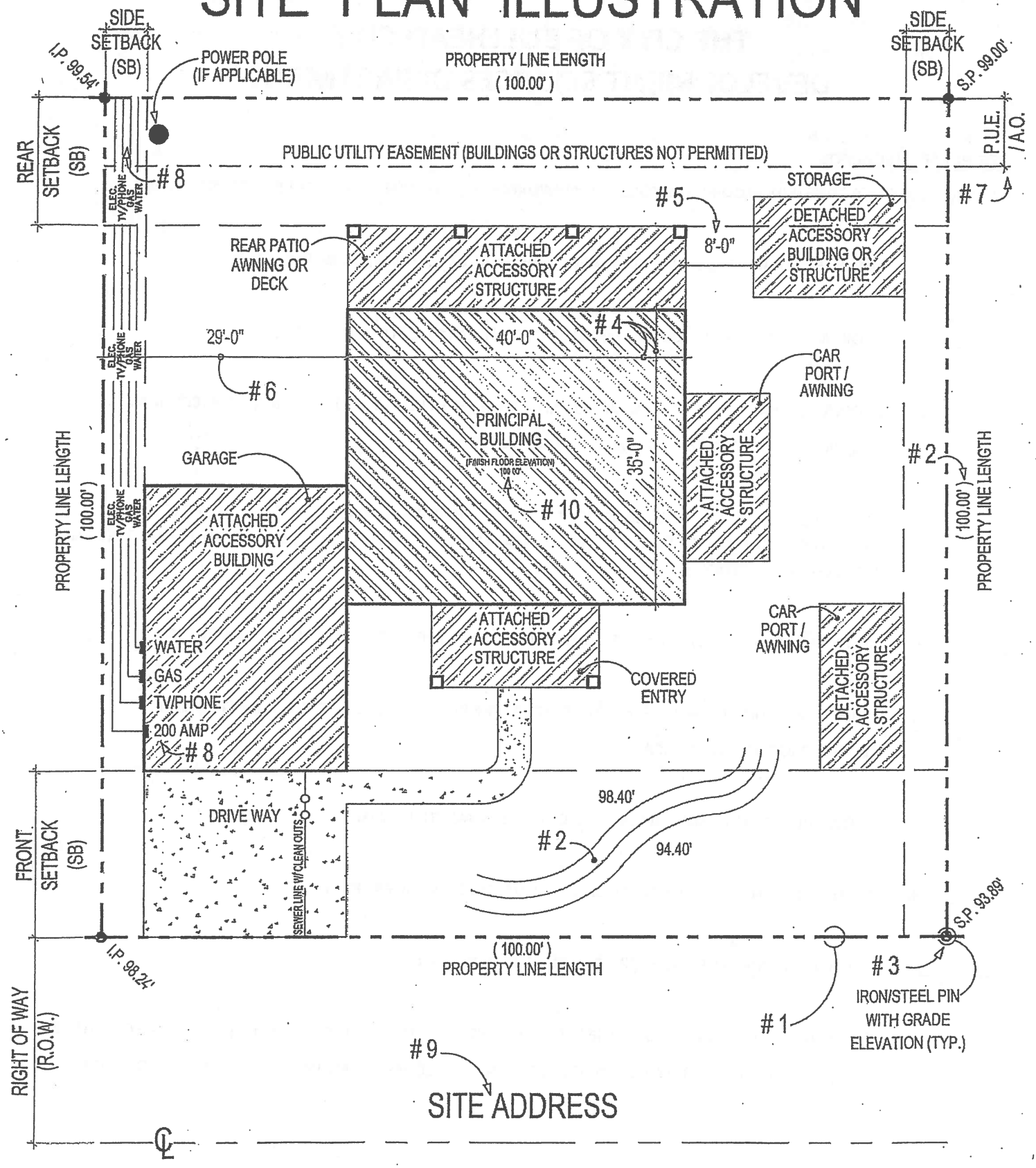
X	Agency	Address	Contact	Phone #
Permits will not be issued without approval from the following (if marked "X"):				
	Bullhead City Fire Department (All Projects)	1230 Highway 95 Bullhead City, AZ 86429	Barbie Barrett, Fire Marshal	planreview@bullheadfire.org 928-758-3971, Ext: 409
	Mohave County Environmental Health Department (Projects with food service/food prep)	1130 Hancock Rd Bullhead City, AZ 86442	Permits Technician	permittech@mohave.gov 928-758-0704
	Mohave County Development Services (Projects with septic tanks, modular offices, etc.)	1130 Hancock Rd. Bullhead City, AZ 86442	Permitting Desk	928-758-0707
	Arizona Department of Environmental Quality (ADEQ) (Projects with public / semi-public swimming pools / spas.)	C/O Engineering Review Desk 1110 W. Washington St Phoenix, AZ 85007	Engineering Review Desk	800-234-5677 602-771-4677
	Mohave County Airport Authority, Inc. (All cell tower submittals and building projects per the "Airport Notification Required" map stipulations.)	Laughlin/Bullhead International Airport Mohave County Airport Authority 2550 Laughlin View Dr., #117 Bullhead City, AZ 86429	Daniel Hugo Justin M. Lewis Airport Operations	dhugo@flyifp.com justin@flyifp.com 928-754-2134
Contact the following (if marked "X"):				
	ADOT:			
	Arizona Department of Transportation (Projects on Highway 68)	3660 E. Andy Devine Ave. Kingman, AZ 86401	Northwest District, Kingman Permits Office	kingmanpermits@azdot.gov 928-681-6010
	UTILITY PROVIDERS:			
	City of Bullhead City Utilities (Water & Wastewater) (Most Areas)	2355 Trane Rd. Bullhead City, AZ 86442	Paul Bushhousen	928-763-9400
	Bermuda Water Company (Southern Areas: Arroyo Vista, Etc.)	4544 Highway 95 Fort Mohave, AZ 86426	Steven Taylor, Area Mgr Josh Kemp, Project Mgr	Steven.Taylor@nexuswg.com 928-763-6676 Josh.Kemp@nexuswg.com 928-278-7860
	Mohave Electric Cooperative (Most areas)	1999 Arena Dr. Bullhead City, AZ 86442	RoJeana Wymbs	928-763-4115
	Unisource Energy Services (Punto De Vista only)	PO Box 3099 Kingman, AZ 86402	Brenda McDaniel	928-681-8914
	Southwest Gas Corporation	PO Box 22374, 34A-002 Bullhead City, AZ 86439	Mike Higgins	928-763-7467
	Kinder Morgan (Formerly El Paso Natural Gas)	5405 Needle Mountain Rd. Topock, AZ 86436	Don Snedden	928-733-8260
	Frontier Communications	927 Hancock Rd. Bullhead City, AZ 86442	Allen Cox Steve Silverman	928-763-0449 928-763-0400
	Suddenlink Communications	1049 Hancock Rd. Bullhead City, AZ 86442	George Acker Jeremy Brunk	928-758-6641, Ext: 10511
	AT&T (Commercial Projects Only)		Gary Stephens	702-595-7965
	OTHER:			

This list may not include all outside agencies applicable to your project. It is the applicant's responsibility to obtain all outside agency approvals required by Federal, State and/or Local statute. Your contact information may be shared with the outside agencies contained on this list.

Signature of Applicant: _____ _____ Date _____


Airport Notification Requirements for Structures*
*Guidelines only and not a determination of impact to airspace.
Structure Height Key
Heights Listed in Feet
* All structures on airport property require notification.

SITE PLAN ILLUSTRATION



SITE PLAN

SCALE:_____

GENERAL NOTES & REQUIREMENTS ON THE BACK OF THIS EXAMPLE

THE CITY OF BULLHEAD CITY
DEVELOPMENT SERVICES DEPARTMENT

SITE PLAN CHECKLIST

ALL PERMITS APPLICATIONS WILL REQUIRE THE FOLLOWING INFORMATION PROVIDED ON TWO 8.5" X 11" SITE PLANS

_____1. SHOW THE COMPLETE OUTLINE OR SHAPE OF THE SUBJECT PROPERTY TO BE PERMITED.

_____2. SHOW ALL PROPERTY LINE LENGTHS IN RESPECT TO THE OUTLINE OF THE PROPERTY.

_____3. SHOW THE LOCATION, ELIVATIONS AND TYPE OF PROPERTY PINS (SEE ILLUSTRATION): THE CITY MAY REQUIRE A SURVEYORS CERTIFICATION OF THE PROPERTY.

_____4. SHOW THE LOCATION AND DIMENSIONS OF ALL EXISTING AND PROPOSED STRUCTURES ON THE SUBJECT PROPERTY, INCLUDING THE SQUARE FOOTAGE COUNTS FOR EACH STRUCTURE/USE ON THE PROPERTY (BOTH HORIZONTAL & VERTICAL).

_____5. SHOW THE DISTANCES OF ALL STRUCTURES FROM EACH OTHER (BOTH HORIZONTAL & VERTICAL).

_____6. SHOW THE DISTANCES OF ALL STRUCTURES FROM THE PROPERTY LINES OF THE SUBJECT PROPERTY (BOTH HORIZONTAL & VERTICAL).

_____7. SHOW THE LOCATION AND DIMENSIONS OF ANY EASEMENT(S) ON THE SUBJECT PROPERTY.

_____8. SHOW THE ORIGIN AND TERMINATION OF ALL UTILITIES ON THE PROPERTY.

_____9. SHOW THE NAME(S) OF STREET(S) ADJACENT TO THE PROPERTY.

_____10. SHOW ALL GRADE ELIVATIONS AT THE PROPERTY PINS, THE FINISH FLOOR ELEVATION(S) FOR ALL STRUCTURES INCLUDING ALL MAJOR (3' +/-) GRADE CHANGES AND/OR SLOPES BY LABLING THE TOP AND TOE OF EACH.

FACTORY BUILT BUILDING
RESIDENTIAL AND COMMERCIAL
FEE CALCULATION WORKSHEET
ESTIMATE*

Address:_____

Log No.: ____-_____

	Fees	Information
Factory Built Building Zoning Clearance	$115.00 **OR** $281.75	WITHOUT attached accessory structures WITH attached accessory structures.
+ Underground Electrical up to 200amps (if applicable)	$101.41	$61.46 permit $39.95 plan review
+ Building Permits (if applicable) Detached Accessory Structures: Deck/Ramp, Awning, Etc.	Varies	-Fees vary based on type and size of structures. Contact the City's Building division for permit and fee information at 928-763-0124. -Attached accessory structures included on dealer's contract are to be included on ADOH AZ State permit.
+ Engineering Review (if applicable) Off-Site Improvements On-Site Retention, Etc.	$325.00 per page	-Fees vary based on the number of Civil pages reviewed. Fee includes Engineering permit and inspections.
+ Water Resource Fee (if applicable) See separate forms: Drainage Fixture Unit REU Water Resources Fee Calculation	Contract Area BHC MWCD $449 or $1,581.00 Per acre foot Or Per unit for SFD and MF projects	-Effective 02/15/2015 until further notice. -Based on contract area: Bullhead City Contract Area or Mohave Water Conservation District (see map). -Estimated use to be determined by project engineer and approved by City engineer.
+ Sewer fees (if applicable)	Application: $40.00 Tap: $150.00	-Effective 02/01/15 capacity fee has been suspended until further notice. $4,304 -Fees may vary or may have been pre-paid. Contact the City's Finance Department for lot/space specific fee amounts at 928-763-9400. -If sewer is not available contact Mohave County Development Services at 928-758-0704 for septic tank permit and fee information.
+ Flood Plain Permit (if applicable)	$120.00	-To determine if a lot/space is in a FEMA designated floodplain contact the City's Engineering division at 928-763-0128. -Owner is also responsible for hiring an AZ licensed registrant to set the finished floor elevation and complete the required FEMA forms.
+ ADOH Installation Permit	Commercial: $7.00 per LF, per Story Classroom: $4.00 per LF, per Story Residential: $650.00 per Story	-The City also administers the Arizona Department of Housing (ADOH) Installation permit. Separate application and fees apply.
= Total Fees		

Plan Review fees are due at submittal

*Fees quoted are based on the City's adopted Comprehensive Fee Schedule which is available at www.bullheadcity.com. All fees quoted are estimates based on information provided. Final fees, including those for any additional permits required (grading, retaining walls, fences, etc.), will be calculated during the plan review process.

A3.40.021.02 – Valuation Fees

$1.00 - $500.00	$21.68
$501.00 - $2,000.00	$21.68 1st $500.00, plus $2.90 per $100.00 or fraction of, up to and including $2,000
$2,001.00 - $25,000.00	$65.18 1st $2,000.00, plus $13.02 per $1,000.00 or fraction of, up to and including $25,000
$25,001.00 - $50,000.00	$364.64 1st $25,000.00, plus $9.39 per $1,000.00 or fraction of, up to and including $50,000
$50,001.00 - $100,000.00	$599.39 1st $50,000.00, plus $6.48 per $1,000.00 or fraction of, up to and including $100,000
$100,001.00 - $500,000.00	$923.39 1st $100,000.00, plus $5.04 per $1,000.00 or fraction of, up to and including $500,000
$500,001.00 - $1,000,000.00	$2,939.39 1st $500,000.00, plus $4.34 per $1,000.00 or fraction of, up to and including $1,000,000
$1,000,000.00 and up.	$5,109.39 1st $1,000,000.00, plus $2.89 Per $1,000.00 or fraction of.

A3.40.021.03 - Inspection Fees

Outside normal business hours	$50.00 per hour*
Re-inspection	$50.00 per hour*
Inspection for which no fee is specifically indicated	$50.00 per hour*
Additional plan review required by changes, etc. to approved plans	$50.00 per hour*
Laboratory testing	$20.40 per hour, minimum 3 samples

*Or the total hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

A3.40.021.04 – Plan Review Fees

Commercial / Multi-Family Residential	65% (sixty-five percent) of building permit fee
One and Two Family Residential	65% (sixty-five percent) of building permit fee
Residential Standard plans: Submittal of standard plan	75% (seventy-five percent) of building permit fee
Each additional site-specific submittal for site review and administrative costs	50% (fifty percent) of building permit fee
Secondary changes of standard plan	$50.00 per hour plan review fee (min. one hour)
Medical Marijuana: Dispensary, Infusion Facility, Cultivation Facility, etc.	90% (ninety percent) of building permit fee
All other submittals	65% (sixty-five percent) of building permit fee

ARIZONA DEPARTMENT OF HOUSING

1110 W. Washington St., STE 280
Phoenix, AZ 85007
602.771.1000

FEE SCHEDULE FOR 2027 FISCAL YEAR

FEES ARE EFFECTIVE JULY 1, 2026 through JUNE 30, 2027

Fees charged by the Department are not included in Rule and are exempt from the State Rule procedures (Arizona Revised Statutes § 41-4010(C).

LICENSING FEES

	Class	Class Description	New License	Renewal License
MANUFACTURER	M-9A	Manufacturer of Factory-Built Buildings (FBBs)	$ 1,375.00	$ 687.50
	M-9C	Manufacturer of Manufactured Homes	$ 1,375.00	$ 687.50
	M-9E	Master, includes license scopes of M-9A and M-9C	$ 2,500.00	$ 1,250.00
RETAILER/ DEALER/ BROKER	D-8	Retailer of Mobile Homes and Manufactured Homes	$ 950.00	$ 475.00
	D-8B	Broker of Mobile Homes and Manufactured Homes	$ 762.00	$ 381.00
	D-10	Retailer of FBBs	$ 950.00	$ 475.00
	D-12	Master, includes license scopes of D-8, D-8B, and D-10	$ 2,000.00	$ 1,000.00
INSTALLER	I-10C	General Installer	$ 950.00	$ 475.00
	I-10D	Installer of Attached Accessory Structures	$ 762.00	$ 381.00
	I-10G	Master, includes license scopes of I-10C and I-10D	$ 1,850.00	$ 925.00
SALESPERSON	NA	Employee/Agent of a licensed Retailer/Dealer/Broker	$ 370.00	$ 185.00

PLAN FEES

DESCRIPTION	FEE
Application Submittal and Plan Review	**$ 700.00** *Includes up to 2 hours of plan review time* ***or*** *1 hour of pre-review time and 1 hour of review time*
Plan Review	**$ 125.00 hour** *Each additional hour*

MOBILE HOME LANDLORD TENANT PETITION

DESCRIPTION	FEE
Complaint A landlord or a tenant of a Mobile Home Park may file a complaint administratively through the Department to obtain a hearing at the Office of Administrative Hearings on alleged violations of the Arizona Mobile Home Landlord and Tenant Act.	**$ 50.00**

INSTALLATION TRAINING

DESCRIPTION	FEE
Installation Training MHBD Installer: Qualifying Party or Corporate Officer	**$ 100.00**

PERMIT FEES	
DESCRIPTION	**PERMIT FEE**
Mobile/Manufactured Home	**$ 700.00 each** *Includes 3 Inspections*
FBB – residential	**$ 650.00 per story** *Includes 3 Inspections*
FBB – commercial	**$ 7.00/LF per story** *Includes 3 Inspections*
FBB – classroom	**$ 4.00/LF per story** *Includes 3 Inspections*
6 Month Extension on Permit (Mobile/Manufactured Home and FBB)	**$ 150.00 each**
FBB Special Use	**$ 370.00 each** *Includes 1 Inspection*
Rehabilitation – Mobile Home	**$ 49.00 if income below Area Median Income (AMI); $306.00 if income at or above AMI** *Includes 2 Inspections*

INSPECTION FEES	
DESCRIPTION	**FEE**
Installation re-inspection or additional inspection not covered by permit (Mobile/Manufactured Home, FBB, Rehabilitation, and Special Use)	**$ 185.00 each**
HUD Manufacturer in-plant inspection **FBB Manufacturer in-plant inspection**	**$ 150.00 per hour**
No Cancel by 7:30 a.m. of scheduled inspection	**$ 185.00 each**

CERTIFICATE (INSIGNIA) FEES	
DESCRIPTION	**FEE**
Modular Manufacturer Certificate	**$ 90.00 each**
Reconstruction Certificate	**$ 90.00 each**
HUD Label	**$125.00 each**

ADMINISTRATIVE FUNCTION FEES	
DESCRIPTION	**FEE**
Change on installation permit	**$ 10.00 per item**
Change name of license	**$ 10.00 each**
Change license location	**$ 10.00 each**
Change license telephone number	**$ 10.00 each**
Add or delete branch location	**$ 10.00 each**
Reinstate bond	**$ 10.00 each**
Change status of license to inactive	**$ 10.00 each**
Process returned check	**$ 50.00 each**
All refunds are subject to a fee of	**$ 59.00 each**
Copies	**$ .50 each**