CITY OF BULLHEAD CITY
MANUFACTURED HOME – ZONING CLEARANCE PERMIT

This list has been compiled in order to outline the most common type of Manufactured Home submittals. All requirements for a specific project type may not be listed. It is the applicant's responsibility to verify specific conditions of approval. Failure to submit a complete application, as outlined below, may cause unnecessary delays in the processing of your permit. For additional information please contact Planning & Zoning staff at (928) 763-0123.

"Manufactured Home" means a structure built in accordance with the National Manufactured Home Construction and Safety Standards Act of 1974 and title VI of the Housing and Community Development Act of 1974 (Public Law 93-383 as amended by Public Laws 95-128, 95-557, 96-153 and 96-339). Has a Department of Housing and Urban Development HUD certification label affixed to the unit.

GENERAL REQUIREMENTS FOR SUBMITTAL:

- One (1) completed standard City permit application worksheet for Zoning Clearance.
- One (1) completed standard City permit application worksheet for Electrical.
- One (1) completed ADOH permit application (pages 1-3).
- Two (2) copies of 8 1/2" x 11" site plan.
- Two (2) copies of unit floor plan.
- Two (2) copies of pier support layout sheets from manufacturer of unit being set.
- Two (2) copies of contract from licensed pest control company.
- Two (2) complete 11" x 17" sets of ADOH approved S1 plans & 8 ½" x 11" structural calculations for Arizona approved plans (in color) if using block or Hardie board skirting (as applicable).
- Two (2) copies of vinyl skirting spec sheets if above ground set. (as applicable)
- One (1) copy of the dealer sales contract to show what accessory structures are included in the contract.
- Two (2) copies of attached aluminum carport plans (options must be highlighted & must have Arizona seal). (as applicable)
- Two (2) copies of attached wood framed carport plans approved by ADOH with approved structural calculations (in color). (as applicable)
- Two (2) copies of attached garage plans approved by ADOH with approved structural calculations (in color). (as applicable)
- If the lot or space is on private septic system or well system provide a copy of the permit and approved site plan from Mohave County Development Services Department
- If the lot or space is in a FEMA designated flood zone other than X or X(Shaded) additional installation documentation will be required.

A separate permit is required for all detached accessory structures, see requirements for proposed accessory structures

SITE PLAN:

- Identification of survey monuments at all property corners along with exact property dimensions.
- Dimensions and locations of all existing and proposed structures and distance from property lines. Include all accessory structures such as fences, retaining walls, swimming pools, driveways, etc.
- Required setbacks from all property lines to structures.
- Location of public utility easements or drainage easements.
- Locations of all utilities including electric, gas, water and sewer / septic systems.
- Location and size of required Storage Area or garage.
- Location and size of required Carport or Garage.
- Location, size and material of required Driveway.

- Storage Area: There shall be a minimum of 80 square feet of accessory attached or detached storage (shed or storage room) on the lot or space. A garage may be substituted for a storage area.
- Carport or Garage: There shall be a minimum 10 feet by 20 feet carport on at least one side of the home OR a minimum 10 feet by 20 feet garage on the lot or space.
- Driveway: There shall be a minimum 12 feet wide driveway constructed of asphalt, concrete or gravel on the lot or space.

ADDITIONAL REQUIREMENTS:

- Homes shall not be manufactured more than two years prior to the year in which the permit is requested and be not less than 672 square feet. In some cases, the home may be allowed to be not more than seven years old. Please contact Planning & Zoning staff at (928) 763-0123 for more information.

- The Arizona Department of Housing (ADOH) requires a Manufactured Home Installation permit. Accessory structures such as attached awnings, decks and carports, 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.
- There are fees required for the Manufactured Home permits that may include permit, plan review, water resource, sewer application and sewer tap fees, etc.
- Accessory structures such as room additions, awnings, decks, carports, etc. not included on the State permit require separate permits from the City. Additional permits may be required for other associated work such as grading, driveway approaches, retaining walls, flood plain, etc. Please contact the Building Division at (928) 763-0124 for more information.
- All manufactured home projects shall comply with setback, lot coverage, building separation, and easement requirements.
- House numbers shall be placed on the manufactured home and be visible from the street, a minimum of three inches in height.
- The survey monuments for all property corners shall be in place and maintained for inspection purposes during the effective term of the permit.

INSPECTIONS AND CERTIFICATE OF COMPLIANCE:

- Evidence that termite pre-treatment service or treatment has been completed shall be submitted prior to issuance of the Certificate of Compliance.
- All manufactured home 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 house numbers and home location (setbacks). Inspection request line (928) 763-0172.
- The applicant has 180 days from permit issuance to complete all required inspections related to including the ADOH Installation, City Zoning Compliance, Electrical and Accessory Structures permits 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.
- 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.

DEFINITIONS:

- “Manufactured Home Space” means a plot of ground within a Manufactured Home Park, Park Trailer Park or Recreational Vehicle Park designed for the accommodation of one manufactured home. It shall have an area of not less than three thousand square feet and a width of not less than thirty-six feet.
- “Park Trailer Space” or “Recreational Vehicle Space” means a plot of ground within a Park Trailer Park or Recreational Vehicle Park designed for the accommodation of one Park Trailer or Recreational Vehicle. It shall have an area of not less than one thousand eight hundred square feet and a width of not less than twenty-four feet.
- "Manufactured Home Park or Subdivision" means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for sale or rent.
- "Recreational Vehicle Park" means facilities for the temporary storage, parking and maneuvering of recreational vehicles (motor homes, travel trailers, campers, etc.) with adequate roads and stall sites, including sanitary and water facilities. Site locations are provided on a day-to-day basis. A Recreational Vehicle Park does not constitute a Manufactured Home Park.
- "Residential Park" means a development providing rental spaces for occupancy on a nonpermanent basis for manufactured homes, park trailers, recreational vehicles and/or camping with accessory buildings and uses provided for the benefit and enjoyment of occupants.
- "Recreational Vehicle" means a vehicular type unit completely self-contained less than eight feet six inches in width and forty-five feet in length, primarily designed as temporary living quarters for recreational camping or travel use, which either has its own motive power or is mounted on or drawn by another vehicle. This classification of vehicles shall also include fifth wheel trailers, motor homes, portable camping trailers, travel trailers and all other sport type recreational vehicles and the trailers used to store or transport all such recreational vehicles. Such recreational vehicles shall not be considered as a permanent dwelling unit nor occupied as such.
- “Park Trailer” or “Park Model” means a vehicular type unit built on a single chassis, mounted on wheels, designed to be located in a Manufactured Home, Park Trailer or Recreational Vehicle Park and connected to utilities necessary for operation of installed fixtures and appliances. (This definition does not include those vehicles referenced in the definition for “Recreational Vehicle”.)
- "Manufactured Home" means a structure built in accordance with the National Manufactured Home Construction and Safety Standards Act of 1974 and title VI of the Housing and Community Development Act of 1974 (Public Law 93-383 as amended by Public Laws 95-128, 95-557, 96-153 and 96-339). Has a Department of Housing and Urban Development HUD certification label affixed to the unit.
- "Mobile Home" means a structure built prior to June 15, 1976, on a permanent chassis, capable of being transported in one or more sections and designed to be used with or without a permanent foundation as a dwelling unit when connected to on-site utilities. A mobile home shall not include those units defined as factory-built buildings, manufactured homes or recreational vehicles. The removal of the wheels and running gear of a mobile home shall not change the classification of the structure as a mobile home.

Manufactured Home – Zoning Clearance Permit
Accessory Structure Requirements

In addition to the City's Manufactured Home Zoning Clearance Permit:

Accessory structures included on a permit from the Arizona Department of Housing (ADOH)

- Attached structures such as awnings, decks, carports, room additions and garages that are part of the dealer's sales contract are to be included on the installation permit required by the Arizona Department of Housing (ADOH). Separate building permits from the City are not required. The City has entered into an agreement with the ADOH to administer their program within the City limits.

Accessory structures NOT included on a permit from the Arizona Department of Housing (ADOH)

- Attached structures such as awnings, decks, carports, room additions and garages that were not included on an Arizona Department of Housing (ADOH) installation permit and all detached structures such as garages and storage sheds over 120 square feet in size do require separate building permits from the City.

- The City does not issue permits for attached accessory structures associated with manufactured homes until the State permit has been finaled. Until then, all attached accessory structures must be included as part of the State permit.

- One-story detached accessory structures, used as tool and storage sheds, gazebos, playhouses and similar uses, provided the floor area does not exceed 120 square feet, are a minimum of 6 feet away from all other structures and do not contain electrical, mechanical or plumbing systems. Structures are to be located to comply with Zoning setbacks. Exempt accessory structures shall not be installed in recorded easements or in a FEMA flood zone other than X or X (shaded).

- Conventionally framed awnings, decks, carports, room additions and garages shall be structurally independent from the manufactured home. They may abut and be flashed to the manufactured home.

- Decks that are less than 30" above grade and do not support a roofed structure are exempt from City permitting requirements. (Future requests for roofed structures such as room additions or awnings, to be supported by unpermitted decks, may require the deck to be retrofitted to meet code requirements.)

- Lightweight aluminum/metal awnings and carports, that are listed, may be directly attached to the manufactured home. The ICC evaluation report and a copy of the Arizona sealed plans from the awning/carport manufacturer must be provided.

- Any changes to a manufactured home made after the State has signed off on its permit requires design by an Arizona licensed registrant as manufactured homes are not built using prescriptive conventional construction per the International Building Code.

- Manufactured homes are designed systems and are each issued a unique identification number on a HUD sticker at the factory. The installation of these units is permitted and inspected by the State agency. Per the Arizona Department of Housing (ADOH) once a manufactured home is remodeled or repaired it effectively loses its HUD tag and can no longer be moved. Contact the Arizona Department of Housing (ADOH) for more information regarding the HUD tag. 1110 W Washington St # 280, Phoenix, AZ 85007, (602) 771-1000.

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		

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

MANUFACTURED HOME INSTALLATION PERMIT APPLICATION

OWNER INFORMATION

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

INSTALLATION ADDRESS

Address	City	State	Zip Code
		AZ	

UNIT INFORMATION

Unit Manufacturer	Serial Number	Date of Mfg or Year	Size

☐ FLOOD ZONE PLAN # _____ ☐ OTHER APPROVED PLAN # _____

PROPERLY LICENSED ENTITY(S) PERFORMING WORK

UNIT INSTALLER *Check box for work being performed*

☐ FOUNDATION SYSTEM ☐ WATER ☐ SEWER / SEPTIC ☐ GAS ☐ ELECTRIC ☐ OTHER _____

Company Name	License Number	Classification	Phone Number

Email Address:

Address: (Please include City, State & Zip Code)

ACCESSORY INSTALLER *Check box for work being performed*

☐ AWNING ☐ SKIRTING ☐ STEM WALL ☐ PORCH, DECK, STEPS ☐ HVAC (Mechanical) ☐ OTHER _____

Company Name	License Number	Classification	Phone Number

Email Address

Address (Please include City, State & Zip Code)

To add additional Installers and/or Contractors, please use Subcontractor Supplement Form (*Page 2 of 3*)

DEALER INFORMATION

Company Name	License Number	Classification	Phone Number

Email Address	Address: (Please include City, State & Zip Code)

PERMIT PURCHASER INFORMATION

Applicant Name	Date Completed:

Email Address

THIS SECTION IS FOR OFFICE USE ONLY

Permit Number:	Issue Date:		

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

MANUFACTURED HOME INSTALLATION PERMIT APPLICATION

SUBCONTRACTOR SUPPLEMENT FORM

Please list all licensed subcontractors associated with the installation / accessory structures of the manufactured/mobile home (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:**

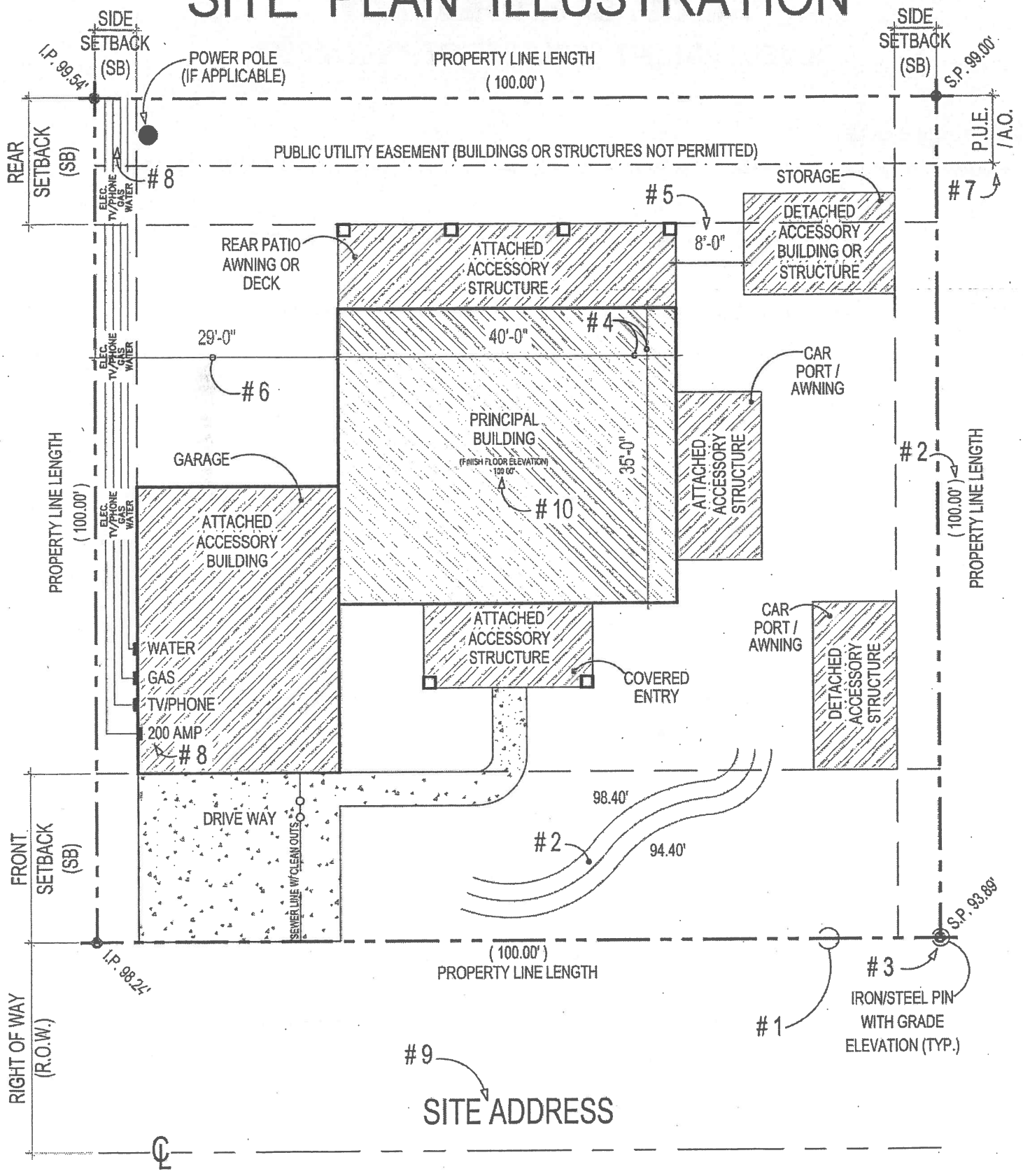
By signing as 'Agent' I am signing on behalf of the owner and I have the owner's permission and authority to do so.

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			
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

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.**

MANUFACTURED HOME – ZONING CLEARANCE
FEE CALCULATION WORKSHEET
ESTIMATE*

Address:_____

Log No.: R____-_____

	Fees	Information
Manufactured Home Zoning Clearance Permit	$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 Carport, Garage, 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.
+ Water Resource Fee (if applicable)	Contract Area BHC MWCD $405.00 or $721.00	-Effective 02/15/2015 until further notice. -Bullhead City Contract Area (BHC) or Mohave Water Conservation District (MWCD) -see map. -If lot/space is vacant or if a recreational vehicle is being replaced by a park trailer or manufactured home payment of a water resource fee is required.
+ Sewer fees (if applicable)	Application: $40.00 Tap: $150.00	-Effective 02/01/15 capacity fee has been suspended until further notice. $4,304.00 -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 Flood Plain Manager at 928-763-0124. -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	$700.00	-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

Comments:_____

_____

*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**