CITY OF BULLHEAD CITY
PARK TRAILER - ZONING CLEARANCE

This list has been compiled in order to outline the most common type of Park Trailer 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 more information please contact Planning & Zoning staff at (928) 763-0123.

"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.

- **ANSI** Park Trailer: Unit has a Recreational Vehicle Industry Association, ANSI A119.5-15 certification label. ANSI units can vary from 320 square feet to 400 square feet.
- **HUD** Park Trailer: Unit has a Department of Housing and Urban Development, HUD certification label. HUD units can vary from 320 square feet to 400 square feet. (HUD units between 401 square feet and 671 square feet may also be installed on Park Trailer or Recreational Vehicle Spaces. HUD units in excess of 671 square feet are to be installed using the City's Manufactured Home Zoning Clearance handout.)

SUBMITTAL REQUIREMENTS

- ___ One (1) completed standard City permit application worksheet for Zoning Clearance.
- ___ One (1) completed standard City permit application worksheet for Electrical.
- ___ Two (2) copies of 8 1/2" x 11" site plan.
- ___ Two (2) copies of unit floor plan.
- ___ Two (2) copies of contract from licensed pest control company.
- ___ 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.
- ___ Documentation to clarify if unit is **ANSI** or **HUD** labeled (copy of sales contract, title, etc.)

ANSI units:

- ___ (1) copy of Park Trailer manufacturer installation manual.

HUD units:

- ___ One (1) completed ADOH permit application (pages 1-3).
- ___ Two (2) copies of pier support layout sheets from manufacturer of unit being set.
- ___ 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)

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

SITE PLAN

- ___ If unit is to be located on an individually owned lot provide identification of survey monuments at all property corners along with exact property dimensions. If located within a Residential Park provide size of space.
- ___ Dimensions and locations of all existing and proposed structures and distance from property or space lines. Include any accessory structures such as fences, retaining walls, swimming pools, driveways, etc.
- ___ Required setbacks from all property or space lines to structures.
- ___ Location of public utility easements or drainage easements.
- ___ Locations, sizes and specifications of all utilities including electric, gas, water, sewer and septic systems.

ADDITIONAL REQUIREMENTS

- All such units shall not be less than 320 square feet and not more than 671 square feet.
- There are fees required for the Park Trailer permits that may include permit, plan review, water resource, sewer application and sewer tap fees.
- For **HUD** units the Arizona Department of Housing (ADOH) requires an 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.
- Accessory structures such as room additions, awnings, decks, carports, etc. not included on a State permit will require separate permits from the City. Additional permits may be required for other associated work such as electrical to the meter, grading, driveway approaches, retaining walls, flood plain, etc. For more information please contact Building staff at (928) 763-0124.
- All units shall be skirted or set at ground level. Skirting shall be made of wood, metal, concrete, plastic or masonry. Wood within 6 inches of earth shall be treated or redwood.
- All units shall comply with setback, lot coverage, building separation, and easement requirements.
- House numbers shall be placed on the unit and be visible from the street, a minimum of three inches in height.
- If located on an individually owned lot the survey monuments for all property corners shall be in place and maintained for placement, construction, and 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.
- The applicant has 90 days from permit issuance to call for an inspection of the address numbers and unit location (setbacks). Inspection request line (928) 763-0172.
- **ANSI** units: All units shall be installed per the manufacturer installation manual including ground anchoring, blocking, skirting, utility connections, etc., (Inspection of the ground anchoring, blocking and utility connections shall be approved prior to the installation of the skirting.)
- **HUD** units: All units shall comply with the Arizona Department of Housing (ADOH) Installation permit requirements.
- The applicant has 180 days from permit issuance to complete the process and request a final inspection by the City to obtain a Certificate of Compliance. Permits expire 180 days from the date the permit is issued. Extension requests shall be received by the City in writing prior to the expiration date.

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.

Park Trailer
Accessory Structure Requirements

"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.

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In addition to the City's Park Trailer – Zoning Clearance Permit:

HUD PARK TRAILERS

- The City does not issue permits for attached accessory structures associated with HUD Park Trailers until the State permit has been finaled. Until then, all attached accessory structures such as awnings, decks, carports and room additions are to be included on the installation permit required by the Arizona Department of Housing (ADOH). The applicant is responsible for obtaining this permit. The City has entered into an agreement with the ADOH to administer their program within the City limits.

ALL PARK TRAILERS

- 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.
- One-story detached accessory structures, used as tool and storage sheds, playhouses and similar uses, not for human occupancy, may be exempt from permits provided the floor area does not exceed 120 square feet. If there is any plumbing, electrical or mechanical systems installed in the building then a permit for the entire building is required. The placement of the accessory structures shall not block any bedroom window or exterior door and shall not be placed in any required setbacks or easements.
- Conventionally framed awnings, decks, carports, room additions and garages shall be structurally independent from the Park Trailer. They may abut and be flashed to the Park Trailer.
- 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 Park Trailer. The ICC evaluation report and a copy of the sealed plans from the awning/carport manufacturer must be provided.
- Any changes made to a Park Trailer requires design by an Arizona licensed registrant as park Trailers are not built using prescriptive conventional construction per the International Building Code.

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
OWNER BUILDER - DECLARATION OF INTENT

Project Address: _____ **Permit #:** _____

Permit Type: _____

Property Owner Name: _____

Mailing Address: _____

Phone Number: _____

Initial One	OWNER BUILDER CONTRACTOR LICENSE EXEMPTION DECLARATION
I understand that the "Handyman" exemption does not apply to any construction project which requires a building permit and/or the total cost of materials and labor are more than $1000. I understand that all contractors must have a valid Arizona Registrar of Contractors license and a valid City of Bullhead City business license.	
	Improvements to Vacant or Improved Property (intended for occupancy solely by the owner): I am exempt from Arizona contractor license laws on the basis that I am the owner/developer of the property and the property will not be used by members of the public, sold or rented for at least one year after completion of this project (ARS § 32-1121.A.5).
	Improvements To Vacant Property (intended for use by members of the public, sale or rent): I am exempt from Arizona contractor license laws on the basis that I am the owner/developer of the property and I will contract with a licensed general contractor to provide all construction services (ARS § 32-1121.A.6). • General Contractor information to be provided on reverse.
	Improvements To Improved Property (intended for use by members of the public, sale or rent): I am exempt from Arizona contractor license laws on the basis that I am the owner/developer of the property and I will contract with licensed general contractors or specialty contractors to provide all construction services. (ARS § 32-1121.A.6). • General Contractor and/or Specialty Contractor information to be provided on reverse.
Initial One	**SALES TAX DECLARATION**
	I am constructing minor improvements to real property. I understand that all construction contractors utilized in connection with this project are liable for payment of the City of Bullhead City sales tax.
	I am constructing substantial improvements to real property for my own use. I do not intend to sell the improved real property within twenty-four (24) months after completion. I understand that all construction contractors utilized in connection with this project are liable for payment of the City of Bullhead City sales tax. I also agree to furnish a list of amounts paid to all contractors to the Finance Department of the City of Bullhead City within fifteen (15) days after final inspection. I further understand that if I sell the project within twenty-four (24) months after completion, I am liable for sales tax on the sales price, less applicable credit for taxes previously paid.
	I am constructing substantial improvements to real property which I intend to sell upon completion. I declare liability for payment of City of Bullhead City sales tax which I understand is due and payable upon the full sales price at the close of escrow or transfer of title, whichever occurs first. I further understand that if the project is not sold within twenty-four (24) months after completion, I am liable for payment of all sales tax on construction costs previously claimed as exempt (including land). If this box has been checked, you must go to the Arizona Department of Revenue to obtain a Sales Tax Number prior to permit issuance, if you do not already have one.
Initial One	**WORKMANS COMPENSATION DECLARATION**
	I certify that in the performance of the work for which this permit is issued, I will not employ any person in any manner so as to become subject to the Worker's Compensation Laws of Arizona. I understand that if I become subject to the Worker's Compensation provisions of the labor code, I must comply with its provisions or this permit will be deemed revoked.
	I hereby affirm that I have a certificate of consent to self-insure, or a certificate of Worker's Compensation Insurance, or a certified copy. □ Certified copy is hereby furnished. □ Certified copy is filed with the City.

Signature of Property Owner: _____ **Date:** _____

Original: Finance Department

Copies: Property Owner and Legal File

CONTRACTOR LIST (For Declaration of Intent)

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: _____
City of Bullhead City Business License Number: _____

Sub-Contractor _____ Type: _____
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Sub-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: _____

Original: Finance Department

Copies: Property Owner and Legal File

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:**

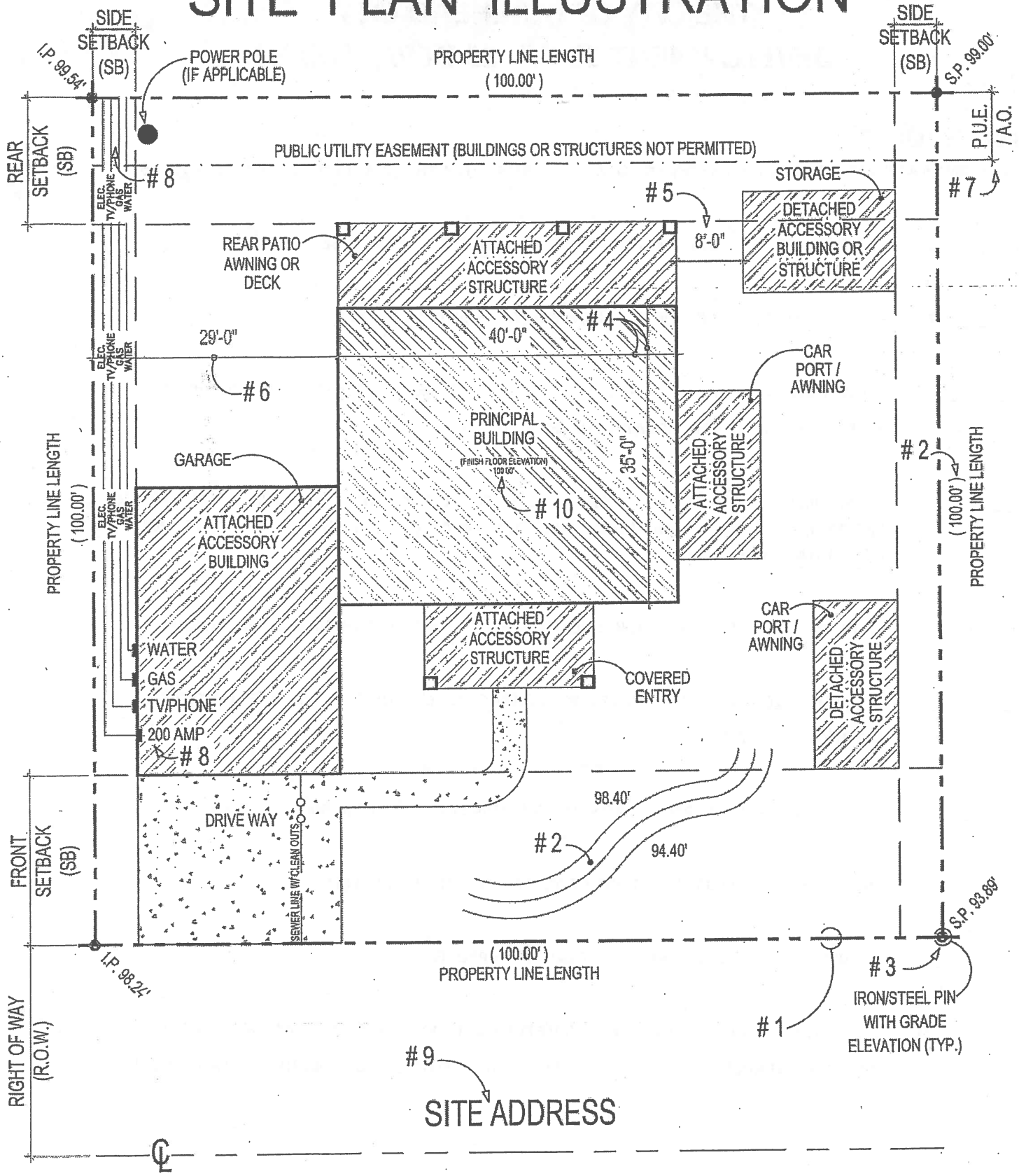
By signing as 'Agent' I am signing on behalf of the owner and I have the owner's permission and authority to do so.

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.

PARK TRAILER – ZONING CLEARANCE
(Units over 320 sqft through 671 sqft)
FEE CALCULATION WORKSHEET
ESTIMATE*

Address:_____

Log No.: R____-_____

	Fees	Information
Park Trailer 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) 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. -If unit has a HUD sticker 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 $341.00 or $596.00	-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. $2,492.00 -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 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 (If applicable)	$700.00	-Only if unit has a HUD sticker: 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**