



Permit: \_\_\_\_\_
Date: \_\_\_\_\_

MANUFACTURED HOME PERMIT APPLICATION

TYPE OF APPLICATION: NEW MH [ ] REPLACE MH [ ] RE-LOCATE MH [ ]

JOB/STREET ADDRESS: \_\_\_\_\_

PARCEL #: \_\_\_\_\_ LEGAL DESCRIPTION: SUBDIVISION \_\_\_\_\_

PROPERTY OWNER(S)/RENTER/TENANT \_\_\_\_\_

PHONE \_\_\_\_\_ MAILING ADDRESS: \_\_\_\_\_

BUILDER/CONTRACTOR \_\_\_\_\_ PHONE \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

LICENSE TYPE: I-10C I-10D I-10G LICENSE #: \_\_\_\_\_

MH DIMNESIONS: L x W MH SQUARE FOOTAGE: \_\_\_\_\_

SQ/FT GARAGE SQ/FT CARPORT SQ/FT AWNINGS SQ/FT SCREEN ROOM

CONTRACTED ACCESSORIES:

A/C [ ] Evaporative Cooler [ ] Front Awning [ ] Rear Awning [ ] Skirting [ ] Permanent Foundation [ ]
Deck/ Porch [ ] Garage [ ] Screened Room [ ] Patio Cover (65% glazing) [ ]

MH Dealer Name: \_\_\_\_\_ Dealer Address: \_\_\_\_\_ Dealer Phone #: \_\_\_\_\_ Dealer License #: \_\_\_\_\_

MH Manufacturer: \_\_\_\_\_ MH Serial #: \_\_\_\_\_ MH Model: \_\_\_\_\_ Year: \_\_\_\_\_

IS THERE A WASH/ WATER COURSE ON THE PROPERTY? Check one: YES or NO INITIAL \_\_\_\_\_

IF YES, WHAT IS THE DISTANCE FROM BUILDING? \_\_\_\_\_ NOTE: MIN. 50 FT. SETBACK REQ'D FROM THE EDGE OF WASH/WATER COURSE UNLESS OTHERWISE DETERMINED BY AN ENGINEER CONTACT PINAL COUNTY FLOOD CONTROL DISTRICT (FOR REVIEW OF WASHES, FLOOD PLAIN, FISSURES AND REGIONAL ROUTES).

UTILITY CONNECTIONS TO BE MADE:

Sewer: \_\_\_\_\_ Gas: \_\_\_\_\_ Electric: \_\_\_\_\_ Water: \_\_\_\_\_ Well: \_\_\_\_\_ Natural Gas: \_\_\_\_\_ LPG: \_\_\_\_\_

Gas Provider: \_\_\_\_\_ Water Provider: \_\_\_\_\_ Electrical Provider: \_\_\_\_\_

List All Existing Structures: \_\_\_\_\_

Type of Installation:

Ground Set \_\_\_\_\_

Elevated/Fully Skirted \_\_\_\_\_

Permanent Visible Foundation \_\_\_\_\_



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**Licensed MH Installer Declaration:**

I hereby affirm that I am licensed under provisions of Arizona Administrative Code R4-34-204 as a \_\_\_\_\_ (class of license- I-10C, I-10D, or I-10G) and I am performing the following work:

- |                    |                           |                             |                      |                                 |
|--------------------|---------------------------|-----------------------------|----------------------|---------------------------------|
| <b>A/C</b>         | <b>Evaporative Cooler</b> | <b>Garage</b>               | <b>Screened Room</b> | <b>Front Awning</b>             |
| <b>Rear Awning</b> | <b>Skirting</b>           | <b>Permanent Foundation</b> | <b>Deck/Porch</b>    | <b>Patio Room (65% glazing)</b> |

AZ DFBS License # \_\_\_\_\_ ADOR Privilege License # \_\_\_\_\_

The following work will be done by the contractors listed below:

- |                    |                           |                             |                      |                                 |
|--------------------|---------------------------|-----------------------------|----------------------|---------------------------------|
| <b>A/C</b>         | <b>Evaporative Cooler</b> | <b>Garage</b>               | <b>Screened Room</b> | <b>Front Awning</b>             |
| <b>Rear Awning</b> | <b>Skirting</b>           | <b>Permanent Foundation</b> | <b>Deck/Porch</b>    | <b>Patio Room (65% glazing)</b> |

The responsible licensed contractors are:

Name	Contact Number	License Class	Lic. #	Work Type

Installer Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICANT** **Telephone #:** \_\_\_\_\_ **Email address:** \_\_\_\_\_

PRINT NAME OF PERSON TO CONTACT WHEN PERMIT IS READY TELEPHONE #: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

*I hereby certify that I have read this application and state that the above information is correct and accurately reflects the intended scope of work and matches the accompanying plans. I declare that I am the owner or duly authorized agent of the owner. I agree to comply with all Federal, State and Town laws, codes and ordinances related to building construction, zoning and use/occupancy requirements. I hereby authorize representatives of the Town of Superior to enter upon the above mentioned property for inspection purposes. An application for which no permit is issued within 45 days following the date of application shall expire by limitation. A written request for an extension can be made one time. It is at the discretion of the Building and Safety Manager whether the extension will be granted.*

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

\*\*\*\*\* FOR OFFICIAL USE ONLY \*\*\*\*\*

MH Building Permit Fee: \$360.00; Plan Review Fee = \$220.00; Mechanical Fee, A/C: \$300.00; Zoning Fee = \$100.0  
Sewer Connection Fee= \$250.00; Addressing Fee= \$100.00; Inspection Fees: \_\_\_\_\_ Printing/Misc. Fee: \_\_\_\_\_

**Total Fee:** \_\_\_\_\_

Flood Plain:    **Y**    **N** FEMA Map Panel #: \_\_\_\_\_ ZONE: \_\_\_\_\_

Pre-HUD (Built Prior to June 15, 1976)

REHABILITATION CERTIFICATE #			
Address Mobile Home came from:			
Street:	City:	State	Zip Code
<input type="checkbox"/> Mobile Home Park		<input type="checkbox"/> Private Property	
Unit Manufacturer:	Unit Serial:	Date of Mfg.	Size
Unit Installer Name:	Unit Installer License #:	Classification:	



Permit :
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**MANUFACTURED HOME PERMIT APPLICATION**

**MOBILE HOME PERMIT AND INSTALLATION STANDARDS**

Either the mobile home owner or a licensed contractor may apply for a permit to install a mobile home. The mobile home owner may also apply for the permit on behalf of a licensed contractor, but the contractor himself must complete and sign the applicable portion of the permit application.

The following are excerpts from the **ARTICLE XI: MANUFACTURED HOMES (MH) OVERLAY ZONE DISTRICT, § 11.2 Permitted Uses, § 11.5 Design and Construction Standards.**

**§ 11.2 PERMITTED USES**

- A. Permitted uses in the "MH" Manufactured Home Overlay Zone District shall be only those uses listed as permitted by-right within the underlying Single Family Residential Zone Districts. Site built dwelling units and modular homes are also permitted within the overlay zone. Permitted uses are subject to all other applicable standards of this Ordinance.
- B. Building Permit Required. It shall be unlawful for any person to install a manufactured home, park model structure, addition or any electrical, plumbing, or mechanical component without first obtaining a required permit or permits from the Building Division.
- C. Owner Approval Required. No person shall install any manufactured home, structure, or addition without approval of the property owner, the owner’s agent, or other authorized representative.
- D. Foundation Required. Manufactured homes located on individual single-family zoned (i.e., not within parks) shall be permanently attached to a foundation that is approved by the Arizona Office of Manufactured Housing.

**§ 11.5 DESIGN AND CONSTRUCTION STANDARDS**

A. Mobile Homes:

Work related to routine maintenance and repair: It shall be illegal to reconstruct mobile home units (those built before June 15, 1976) in the Town of Superior. Repairs shall only be made to or done on mobile homes that have a certificate showing they have been rehabilitated and a certificate of compliance has been issued per A.A.C. R4-34-606. A mobile home that has not been rehabilitated or does not have the certificate of compliance cannot be installed in the Town of Superior. Mobile homes, where reconstruction has occurred without state approval and a permit for reconstruction issued by the Town of Superior, are declared unsafe and shall be removed from the Town or shall be demolished.

- 1) “A rehabilitation permit shall be obtained from the Department [Arizona Depart of Housing, Manufactured Housing Division] before any modification of a mobile home.” (See A.A.C. R4-34-606)
- 2) Additions of habitable rooms, garages or storage rooms to a mobile home must be constructed such that they are structurally independent from the mobile home and in compliance with the Technical Codes.

B. Manufactured homes:

MH installation shall comply with the requirements of Arizona Revised Statutes, Title 41, Chapter 37, Article 3 § 41-4001 thru 4010 and Arizona Administrative Code, Title 4, Chapter 34, § R4-34-101 thru 805. The references identified in R4-34-102 shall provide the code requirements for the installation of attached accessory structures. Detached structures shall comply with the Technical Codes. Reconstruction of a MH requires that plans for the reconstruction be submitted and a permit issued.



## TOWN OF SUPERIOR

199 N LOBB AVE, SUPERIOR, AZ 85117/3520-689-5752

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#### C. Manufactured Homes on Individual Lots:

In order to be approved, the manufactured home must be found to have design compatibility with other dwellings in the immediate area, which is the area within three-hundred (300) feet of the subject lot or parcel or the nearest five (5) residential dwellings. The criteria for determining acceptable compatibility shall be based upon a review of the following design elements:

1. Minimum Width and Length: The minimum width of the main portion of the structure shall be each of not less than 12 feet sections in width and 36 feet in length, exclusive of any garage or carport area, as measured across the narrowest portion of the unit.
2. Height: Unless the topography of a particular lot precludes it, the manufactured home shall be installed no higher from grade than eighteen (18) inches (from ground to frame) on the highest side and not less than twelve (12) inches on the low side. The Town Manager, or his/her designee, is authorized to approve minor deviations from the height requirement after inspection of the property to determine if such deviation is necessary because of lot conformity.
3. Foundations: Set upon a permanent foundation, as specified by the manufacturer and approved by the Arizona Department of Housing, Manufactured Housing Division, and that the space at the perimeter, between the home and the ground, be enclosed by concrete, concrete masonry units, brick or stone, with required access.
4. Exterior Siding: Exterior siding made of non-reflective and non-metallic materials customarily utilized in the construction of conventional single-family housing shall be permitted. Acceptable siding materials includes, but is not limited to, vinyl, wood, stucco, brick, stone, or other masonry materials or any combination of these materials. The use of "TI-II" siding (rough sawn plywood siding with vertical grooves at four (4) inches or eight (8) inches O.C.) is not permitted.
5. Roof Structure and Materials: All roof structures shall be sloped and provide an eave projection of no less than six (6) inches and no greater than thirty (30) inches. A shingle or metal roof with a minimum pitch of 3:12. Unfinished galvanized steel, unfinished aluminum, wood shake shingles, or fiberglass/asphalt shingles less than three hundred twenty-five (325) pounds per one hundred (100) pounds per square feet shall not be permitted.
6. All manufactured home running gear, tongues, axles, and wheels must be removed at the time of installation. Mechanical equipment such as electrical meter, coolers and air conditioning units, service components, and similar devices, whether ground level, wall mounted, or roof mounted, shall be designed to appear as an integral part of the building.
7. Driveway: A driveway a minimum of 12 feet width of constructed of asphalt, concrete or dust proof gravel that has clearly defined boundaries.
8. Garage or Carports: The garage or carport shall incorporate the design and materials which are compatible with the main structure. A carport or garage measuring a minimum of 10 feet in width and 20 feet in length (an awning attached to the MH can provide the carport area).



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- 9. All setbacks, parking, lot coverage, height and sign requirements of the base district shall apply.
- 10. Manufactured homes not meeting installation and/or architectural requirements specified in this section shall be permitted only upon approval of a Conditional Use Permit, pursuant to the provisions of § 3.3 of this Ordinance.

**D. All Manufactured Homes Sets:**

- 1. The construction/configuration of exterior egress structures (stairs, ramps, handrails, etc.) must comply with the minimum requirements of International Residential Code (Section R311). MHs must have a minimum of two means of egress as required by the 24 CFR Part 3280, Manufactured Home Construction and Safety Standards.
  - a) There shall be a landing at the top and bottom of each stairway.
  - b) The width of each landing shall not be less than the width of the stairway served.
  - c) Every landing shall have a minimum dimension of 36 inches measured in the direction of travel.
  - d) Handrails shall be provided on at least one side of each continuous run of treads or flight with four or more risers.
  - e) Exterior landings, decks, and stairs shall be positively anchored to resist both vertical and lateral forces.
  - f) Where wood or wood-based products/materials are used for landings, decks, and stairs the protection of the material shall be in compliance with R317 of the state adopted International Residential Code.
- 1. For final inspection of a MH set all skirting or foundation elements, all required egress elements, and all required site drainage shall be complete and all requirements met.

**E. Additions to Manufactured Home:**

The livable floor area of a home may be enlarged by the construction of an attached structure provided that the following criteria are met:

- a) The attached structure must conform to and meet all requirements of the Technical Code and zoning code.
- b) If the home is removed from the lot, for any reason, and not replaced with a similar structure within a period of three months, the attached structure must also be removed, disassembled or torn down.
- c) The above restrictions do not apply to an addition to a home which is specifically manufactured for attachment to that make and model of the subject home.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



**TOWN OF SUPERIOR**

199 N Lobb Ave, Superior, AZ 85173  
520-689-5752

(Incomplete applications will not be accepted)

**PROPERTY OWNER AUTHORIZATION FORM**

I (property owner) \_\_\_\_\_

hereby authorize (owner's agent) \_\_\_\_\_

To make application to Town of Superior for the following (description of work) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Assessor Parcel Number: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: AZ Zip: \_\_\_\_\_

**By signing this Form, I acknowledge and agree that I am not released from responsibility for: (1) the payment of any and all fees associated with the issuance of any permits, orders, notices or other approvals ("Approvals") by Town of Superior pursuant to my agent's application; (2) the satisfactory completion of all work authorized by such Approvals in compliance with all applicable county, state and federal laws, codes, rules, regulations and requirements; and (3) correcting any violations of the terms and conditions of such Approvals issued by Town of Superior pursuant to my agent's application.**

Property Owner: \_\_\_\_\_

Phone Number: \_\_\_\_\_

By (signature): \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_