

POLICY NAME: Permitting of Manufactured Homes

EFFECTIVE DATE: March 29, 2023

POLICY NUMBER: BD-23-001

PURPOSE:

To establish a comprehensive method of permitting manufactured homes.

BACKGROUND:

Due to recent policy changes at the Arizona Department of Housing, a new process for the review of construction documents and permitting of manufactured homes is necessary.

POLICY:

Initial requirements:

Prior to the Building Division's initial review of an application for a manufactured home, a permitted wastewater system shall be installed, or a site investigation performed. If a permitted wastewater system has already been installed or an approved application is on file, the applicant may apply for an Environmental Quality Remodel/Addition/Replacement (RAR) Permit and a Building Division Manufactured Home Permit. If no on-site wastewater system exists, the applicant shall apply for an Environmental Quality Site Investigation. Once the site investigation has been completed, a design and application for a Wastewater Permit and the Building Division's Manufactured Home Permit Application can be made.

Building Division applications:

Once the Environmental Quality requirements have been met, the applicant may apply for a Building Permit. The initial application shall include a complete site plan (see attached example) and a Design Criteria Report for the parcel to be built upon. The Design Criteria Report can be found on the Building Divisions website:

<https://coconinocounty.maps.arcgis.com/apps/webappviewer/index.html?id=c9a2702af48f45ef8d4a759f98d3f19f>

The Design Criteria Report will dictate the ground snow load and roof design. For roofs with a pitch greater than 1:12 and a ceiling R-value of R25 or greater, the flat roof snow load reduction calculation will be applied as per ASCE 7-16:51-54.

The Design Criteria Report will also dictate the foundational frost depth. All manufactured homes set in Coconino County shall comply with the Design Criteria Report and foundational depths. Foundations shall be designed as per the Housing and Urban Development requirements found in the CFR 3285.

Once the site plan and Design Criteria Report have been received by Coconino County, a site plan review for utility access, setbacks, Engineering Division grading/drainage, Environmental Quality on-site wastewater and reserve field areas will be conducted. Upon the conclusion of this review, both the site plan and the Design Criteria Report will be stamped "Reviewed For Compliance" and returned to the applicant. The permit will then be placed into an AIR (Additional Information Requested) status.

The applicant shall then attach the County approved site plan and Design Criteria Report to the Arizona Department of Housing application for the manufactured home and foundation plans.

Once the State's Office of Manufactured Housing approves the model and foundation, the State stamped approved plans for the home and foundation are to be submitted to Coconino County through the online portal system under the original building permit number. The marriage line diagram for the model will also be required at this time. The original permit will be taken out of the AIR status and the County's review will begin.

ACCESS:

This substantive policy statement is available for inspection at the Community Development office or on the Coconino County website: www.coconino.az.gov

APPROVED BY:



Jay Christelman
Director, Community Development

Date: 3.28.23