



Maricopa County

Planning & Development Department

Department Directive

Department Directive:
DD-2018-04

Supersedes:
DD-2011-03
DD-1999-024
DD-1999-049

Effective: Immediately

Initiator: T. Ewers - TE

Director: Jennifer Pokorski –
JP

PURPOSE: To clarify plan review, permit and inspection responsibilities for Manufactured Homes, Mobile Homes, Construction Trailers and Factory-Built Buildings

REFERENCE:

1. ARS 41-4006.D.
2. Maricopa County Zoning Ordinance (MCZO).
3. The current editions of the building codes adopted by Maricopa County.
4. Maricopa County Local Additions and Addenda.
5. Maricopa County Drainage Regulations.
6. Regulations of Environmental Services, Flood Control and MCDOT.

POLICY/PROCEDURE:

1. ARS 41-4006.D allows for the application of local codes and ordinances governing zoning requirements, fire zones, building setback, maximum area and fire separation requirements, site development and property line requirements and requirements for on-site utility terminals to factory-built buildings, manufactured homes and mobile homes.
2. A Planning and Zoning Permit (same form as a Building Permit) must be obtained from Maricopa County for all manufactured homes, mobile homes or factory-built buildings prior to applying for an Installation Permit from the State of Arizona. Construction trailers are not regulated by the State. The State Office is located at Arizona Department of Housing, 1110 W. Washington, Suite 280, Phoenix, AZ 85007. Applicants should also check the State website for additional information at www.dfbls.az.gov.
3. Planning and Zoning Permit Information concerning plan submittal and permit requirements can be found on our website at www.maricopa.gov/planning.
4. Maricopa County requires seven site plans and three floor plans (floor plans are needed so Environmental Services can verify bedrooms and bathrooms for septic system sizing and design), or the submittal may be made on-line. Maricopa County will review and enforce regulations for Zoning, Drainage, Environmental Services, Flood Control and MCDOT. The drainage review for construction trailers may be administratively approved without requiring the submittal of civil engineered grading and drainage plans.
5. There is no building permit fee for manufactured homes, mobile homes and factory-built buildings covered by the State. For manufactured homes, mobile homes and factory-built buildings not covered by the State, Maricopa County will charge a building permit and building plan review fee based on valuation. For all permits, Maricopa County will charge Zoning, Drainage, Environmental Services, Flood Control and MCDOT fees.
6. Work included in the Sales or Installation Contract for a manufactured home (i.e., additions, patio covers, carports, sheds, etc.) will be included on the

Planning and Development Department permit for the manufactured home without additional fees or requirements for building plans. Regular permit fees will be charged and building plans will be required for separate additions, patio covers, carports, sheds or garages not included in the Sales or Installation Contract and not covered by the State. Per International Residential Code, Section R301.1.3, engineered plans will be required for construction that does not meet standard prescriptive code.

7. Maricopa County will perform all required inspections for Zoning, Drainage, Environmental Services, Flood Control and MCDOT. The County will not inspect the actual units or other work covered by the State. The State or County will not grant utility clearance until the project has passed all required final inspections. When a new electrical service is installed, a Maricopa County Electrical Inspection shall be performed and approved prior to a utility clearance being sent and prior to energizing the electrical service. The electrical inspection and utility clearance shall not be completed until all State and County Inspections have been approved for the manufactured home, mobile home or factory-built building.