

	STANDARD OPERATING PROCEDURE BUILDING & SITE DEVELOPMENT	Number: 240.2
Approval: Yves Khawam 		Effective Date: September 25, 2006
Subject: Permitting of manufactured buildings		Page 1 of 3

1.0 PURPOSE:

The purpose of this document is to define the scope of permitting for manufactured buildings (MB) including mobile homes.

2.0 REVISION HISTORY:

Revised on 5/4/2009 to clarify that SOP pertains to all manufactured buildings.
Changed SOP number from 110.4 on 12/30/10. Revised on 7/30/2018 to include zoning requirements for pre-1976 mobile homes.

3.0 PERSONS AFFECTED:

Building & Site Development staff.

4.0 ADMINISTRATIVE POLICY:

4.1 MB items requiring permitting

- The installation or relocation of a MB on a property.
- Service equipment connections for a MB not covered by the original State of Arizona installation permit.
- All roof structures constructed over the MB or directly on top of the original roof that are not part of the original structure and are not covered by the original State of Arizona installation permit.
- All additions to a MB not covered by the original State of Arizona installation permit including rooms, awnings, porches and decks not meeting building codes exemption. Additions structurally supported by the MB shall require an engineered design unless otherwise approved.
- All mechanical, electrical and plumbing equipment installed outside the MB and not covered by the original State of Arizona installation permit.
- All permanent foundations, including basements and crawlspaces constructed below the MB not covered by the original State of Arizona installation permit.
- All skirting that forms part of a permanent structural foundation for a MB not covered by the original State of Arizona installation permit.



- The enclosure of the MB within wood, metal framed or masonry walls.

4.2 MB items not requiring permitting

- The renovation or alteration of the original interior components of the MB including electrical, plumbing, mechanical and structural.
 - The renovation or alteration of the original envelope of the MB including roofing, siding and stucco.
 - Stairways providing means of egress from the MB to grade (unless these are part of a regulated structure).
 - Non-structural skirting of a MB, regardless of the material used (venting and access shall still be required by code).
- Note: if the owner of a MB selects to be subject to permitting requirements for alterations that do not require permitting, Development Services will provide this service.

4.3 Plan Review requirement for pre-1976 MB

- Applies to all manufacture homes (mobile homes in county code) manufactured on or before June 15, 1976
- Applicant shall provide documentation verifying date of construction:
 - Title verifying manufacture date
 - If built in 1976:
 - State inspector will verify actual manufactured date through site visit.
 - County will contact state if needed
 - If rehabilitation has been completed, a final inspection report with a picture of the rehabilitation certificate shall be required
- Administrative review requirements:
 - Applicant shall provide either:
 - Final inspection report with rehabilitation certificate picture
 - Title verifying manufacture date
- Substantive review requirements:
 - Plan review staff will add one of the three applicable conditions so that it prints on the permit:
 - One stating the rehabilitation certification is not required
 - One stating the rehabilitation certification is required
 - One stating the rehabilitation certification has been completed



5.0 DEFINITIONS:

Not applicable.

6.0 RESPONSIBILITIES:

Not applicable.

7.0 PROCEDURES:

Not applicable.