



DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY

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INSTRUCTIONS FOR COMPLETING PLAN REVIEW APPLICATION

Identify type of plan being submitted for review

Contractor, Installer, Other

- **Accessory Structure** - plans and calculations submitted for structures attached as an accessory to a manufactured home or factory built building
- **Flood Plain** - plans and calculations submitted for a manufactured home or factory built building to be installed in a designated flood prone area
- **Factory Built Building Installation** - plans and calculations submitted for the installation of a factory built building. Indicate occupancy classification, box size of proposed structure, utilities that will be connected, and AZ issued insignia/compliance certificate number(s) placed on the unit by the manufacturer.
- **Supplement Plan** – plans/documents reflecting changes to a previously approved plan.

Manufacturer

- **Factory Built Building (new construction)** – plans and calculations submitted by a manufacturer licensed by the Office of Manufactured Housing for the construction of a factory built building.
- **Factory Built Building Reconstruction** - plans and calculations submitted by a manufacturer licensed by the Office of Manufactured Housing for the reconstruction of a manufactured home or factory built building.
- **Compliance Control Manual** – documents submitted by a manufacturer licensed by the Office of Manufactured Housing that details the factory operations and measures to insure quality control.
- **Design Structural Package** – plans/details/calculations submitted by a manufacturer licensed by the Office of Manufactured Housing that outlines standard design construction practices of said manufacturer.
- **Factory Built Building Package** – plans and calculations submitted by a manufacturer licensed by the Office of Manufactured Housing for the construction and installation of a factory built building.
- **Supplement Plan** – plans/documents reflecting changes to a previously approved plan.

Expedited Plan Review –Refer to DFBS website Plan Review Expedited Services for additional information.

Applicant's Name – provide information as noted.

Applicant's physical and mailing address – documents will be sent to the address noted in this area.

Installation Site Address – site address of the intended structure. Exceptions: Compliance Control Manuals, Design Structural Packages, and Typical plans. If plans/documents/calculations being submitted pertain to one of the exceptions, clearly identify as such.

Printed Name of Applicant – contact person that is responsible for the submittal.

Applicant's email address (required) – to whom electronic communication from the office will be sent.

Plan review fee is required to accompany all plans submitted for review.

Notes:

1. Include a self addressed stamped envelope or other means of return delivery if applicant is unable to retrieve approved plans from the office.
2. Submit a minimum of (2) copies of the application, documents, and plans for review.
3. Permits for installation require a separate application and fee. Refer to the DFBS website for additional information.