



# Maricopa County

## Planning & Development Department

### Department Directive

Department Directive:  
DD-2011-03  
Supercedes:  
DD-1999-024  
DD-1999-049

Effective: Immediately

Initiator: T. Ewers

Director: *Jay Rich*

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

**REFERENCE:**

1. ARS 41-2155.D
2. Maricopa County Zoning Ordinance (MCZO)
3. 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. The State of Arizona Office of Manufactured Housing (the State) has cancelled, effective July 1, 2011, their Intergovernmental Agreement (IGA) with Maricopa County regarding permitting for Manufactured Homes, Mobile Homes and Factory Built Buildings. Construction Trailers are not regulated by the State.
2. ARS 41-2151.D allows 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 for factory-built buildings, manufactured homes and mobile homes.
3. As of July 1, 2011, all permit applicants will need to get a Planning and Zoning Permit (same form as a Building Permit) from Maricopa County first, and then go to the State for an Installation Permit. The State Office is located at Department of Fire, Building and Life Safety, Office of Manufactured Housing, 1110 W. Washington, Suite 100, Phoenix, AZ 85007. Applicants should also check the State website for additional information at [www.dfbls.az.gov](http://www.dfbls.az.gov).
4. The procedures for obtaining a Planning and Zoning Permit from Maricopa County will remain the same. Information concerning plan submittal and permit requirements can be found on our website at [www.maricopa.gov/planning](http://www.maricopa.gov/planning).
5. Manufactured Homes, Mobile Homes, Construction Trailers and Factory Built Buildings must comply with all Maricopa County Regulations. A Manufactured Home is defined as a structure, manufactured after June 15, 1976, transportable in one or more sections, which is built on a permanent chassis and designed to be used as a dwelling and designed to be installed on a permanent foundation system when located on an individual lot of record in a rural or residential district. A Mobile Home is defined as a dwelling unit built prior to June 15, 1976, on a permanent chassis, capable of being transported in one or more sections and designed to be used with or without a permanent foundation as a dwelling in approved locations (generally in an approved

Mobile Home Park or Subdivision) when connected to on-site utilities. These terms do not include Recreational Vehicles, Construction Trailers or Factory Built Buildings which must comply with other regulations.

6. We will continue to require 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). We will continue to review and enforce regulations for Zoning, Drainage, Environmental Services, Flood Control and MCDOT. Construction Trailers may be administratively approved by Drainage without the requirement for full civil engineered grading and drainage plans.
7. Permit fees will remain the same for Construction Storage Trailers. For Manufactured Homes, Mobile Homes and Factory Built Buildings covered by the State we will no longer charge a building permit fee. For Manufactured Homes, Mobile Homes and Factory Built Buildings not covered by the State we will charge a building permit and building plan review fee based on valuation. For all permits we will continue to charge Zoning, Drainage, Environmental Services, Flood Control and MCDOT fees per their regulations.
8. With an application for a Manufactured Home permit other work included in the Sales or Installation Contract will be included on the same permit without additional fees or requirements for building plans (i.e. additions, patio covers, carports, sheds). For any application for separate additions, patio covers, carports, sheds or garages not covered by the Sales or Installation Contract and not covered by the State, regular permit fees will be charged and building plans will be required.
9. Maricopa County will continue to 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 County will not grant utility clearance until the project has passed all required Maricopa County final inspections.