

**PLANNING AND ZONING
BUILDING SAFETY DEPARTMENT**



**MANUFACTURED HOME INSTALLATION
PERMIT APPLICATION**

Utilities	Accessory Structures	Setup Type
<input type="checkbox"/> City Water	<input type="checkbox"/> Awning	<input type="checkbox"/> Ground Set
<input type="checkbox"/> Private Well Water	<input type="checkbox"/> Porch	<input type="checkbox"/> Pier Set
<input type="checkbox"/> Sewer	<input type="checkbox"/> Other, explain	<input type="checkbox"/> FHA Foundation
<input type="checkbox"/> Septic		
<input type="checkbox"/> Natural Gas		
<input type="checkbox"/> Liquefied Propane		
<input type="checkbox"/> Electricity		

Owner Information:

Name: _____ Phone #: _____

Mailing Address: _____

Installation Address: _____

Home Description:

Manufacture: _____ Serial #: _____

Date of mfg: _____ Number of sections: _____

Size: _____ Total Sq. Ft.: _____ Pitch of roof: _____

Type of roof material: _____ Length of roof eaves overhang: _____

Installer Information:

Company Name: _____

Installer Name: _____ Phone Number: _____

License Number: _____ Phone Number: _____

Mailing Address: _____

City State Zip

Dealer Name:

Company Name: _____

License Number: _____ Phone Number: _____

Address: _____

Permit Purchaser:

Name Date

PERMIT EXPIRES 6 MONTHS FROM THE DATE OF ISSUE

This permit provides for 3 inspections. Accessory structures require separate a permit.

Any additional inspections will be charged at the rate of \$85.00.

**IT IS THE RESPONSIBILITY OF THE OWNER, DEALER OR INSTALLER/CONTRACTOR TO
CALL FOR ALL REQUIRED INSPECTIONS AND RE-INSPECTIONS**



PLANNING AND ZONING BUILDING SAFETY DEPARTMENT
INSTALLATION PERMIT CONTRACTOR SUPPLEMENT FORM

Please list all licensed contractors and subcontractors associated with the installation of the manufactured/mobile home or factory built building (electrical, plumbing etc.).

1. Contractor's name: _____

License # _____ Class of License: _____

Business phone # _____

2. Contractor's name: _____

License # _____ Class of License: _____

Business phone # _____

3. Contractor's name: _____

License # _____ Class of License: _____

Business phone # _____

4. Contractor's name: _____

License # _____ Class of License: _____

Business phone # _____

5. Contractor's name: _____

License # _____ Class of License: _____

Business phone # _____



MANUFACTURED HOME INSTALLATION PERMIT CHECKLIST

In order to reduce the possibility that your Manufactured Home Installation Permit is not rejected, please provide the following information:

- Installations of Manufactured Homes and Factory Built Buildings must be permitted through our Planning and Zoning / Building Safety Department.
- Make sure all areas of the application are filled out completely.
- Must use a valid licensed Installer/Contractor to perform installation and accessory structures of the Manufactured Home.
- Provide a detailed hand drawn map of the installation location, showing nearest major intersections.
- Site must be pre-approved by the Planning and Zoning Department.
- Copy of approved Flood Zone plan application. (if applicable, must complete a Floodplain Use Permit)
- Please send a check or money order in the amount of \$200.00. All checks or money orders must be made out to: Town of Snowflake.
- Within 60 days of completion of installation, a copy of an affidavit of affixture must be provided to the Building Safety Department to obtain a Certificate of Occupancy.

Bring in or mail copies of all items listed above along with payment to:

Snowflake Town Hall
81 West 1st Street South
Snowflake, AZ. 85937
Attn: Building Department