

**PLANNING AND ZONING
BUILDING SAFETY DEPARTMENT**



MANUFACTURED HOME BUILDING
ZONING CLEARANCE/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"/> Masonry skirting | <input type="checkbox"/> FHA Foundation |
| <input type="checkbox"/> Septic | <input type="checkbox"/> Other, explain | |
| <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 1 inspection. Accessory structures may require separate a permit.

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

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, accessory structures 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 BUILDING PERMIT CHECKLIST

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

- Site must be pre-approved and permitted by the Snowflake Planning and Zoning Department. Send or bring a check or money order in the amount of \$200.00. payable to: Town of Snowflake.
- Provide a copy of the Navajo County Septic Permit.
- Provide a detailed site plan of the installation location, showing nearest major intersections.
- Must provide a copy of the Snowflake Building Permit/Zoning Clearance to Navajo County.
- Installation of Manufactured Homes and Factory Built Buildings must also be permitted through Navajo County Department of Public Works.
- Must use a valid licensed Installer/Contractor to perform the installation of the Manufactured Home.
- Must use a valid licensed Installer/Contractor to perform the installation of accessory structures installed **IN** conjunction with the Manufactured Home. A separate Building Permit may be required by the Town of Snowflake.
- Accessory structures **NOT** installed in conjunction with the Manufactured home must be permitted separately through the Town of Snowflake Building Safety Department.
- Must complete a Town of Snowflake Floodplain Use Permit and Elevation Certificate if located in a flood zone and provide a copy of the manufactured home foundation plans approved for use in a flood zone.
- Within 60 days of completion of installation, a copy of an affidavit of affixture must be provided to the Navajo County Public Works Department and the Town of Snowflake Planning and Zoning Department.
- Review the Town of Snowflake Manufactured Home requirements in Title 10-6-13 found below.

10-6-13: FACTORY BUILT BUILDINGS; MANUFACTURED HOMES:

All factory built buildings and manufactured homes (as defined in section [10-3-2](#) of this title) that are placed within the town, or relocated within the town, shall be subject to the following provisions (in addition to the provisions of the applicable zoning district):

A. Placement Standards:

1. Factory Built Buildings (Modular Buildings):

- a. The tongue is to be removed.
- b. All factory built buildings shall be similar to site built homes in design and construction, and shall be constructed to the requirements of the uniform building code (UBC).
- c. All factory built buildings are to be permanently installed on a privately owned, nonrental site or lot of record outside of a manufactured home park where the land and the factory built building to be installed thereon are held in common ownership.
- d. All factory built buildings are to be securely anchored to a permanent foundation constructed of reinforced masonry or concrete acceptable to the town.
- e. Standard skirting shall be provided around the entire perimeter of the home between the home and the ground. A stem wall shall be deemed an appropriate skirting, provided it completely encloses the home between the home and the ground (excluding door access to the crawl space).
- f. Factory built buildings are to be placed so that the orientation of the wide side of the home is parallel to the front lot line. In addition, the use of pitched roofs, nonmetal roofing materials (such as tiles) and finished exteriors (nonmetal) is also required.
- g. Placement of all factory built buildings shall be a permitted use in the AG, R-2 acre, R-1 acre and R-10,000 square foot minimum zoning districts, and shall be subject to issuance of a building permit.

2. Manufactured Homes:

- a. The tongue is to be removed.
- b. All manufactured homes are to be securely anchored to a pad acceptable to the town, preferably a concrete pad.
- c. All homes must have masonry skirting on approved foundation with mortared joints. (Ord. 04-237, 9-28-2004)
- d. Manufactured homes shall be constructed with pitched roofs, nonmetal roofing materials (such as tiles) and finished exteriors (nonmetal) or metal roofs as would be allowed for site built construction. (Ord. 08-312, 10-14-2008)
- e. Placement of all manufactured homes shall be subject to issuance of a manufactured home permit.
- f. Multi-section manufactured homes shall be a permitted use in the AG, R-2 acre and R-1 acre zoning districts only. Single section (singlewide) manufactured homes shall be allowed as a conditionally

permitted use in the AG and R-2 acre zoning districts only, and a permitted use in manufactured home parks only.

g. All homes must be set as low as possible with a maximum of thirty inches (30") from the bottom of the floor joists to the land bearing surface.

h. In all home installations, the bottom of the floor joists shall be a minimum of eight inches (8") above finished grade at all points.

i. All homes are to have porches or decks (covered or uncovered). These porches must be compatible with the dwellings in the area and must be a minimum of thirty two (32) square feet (4 x 8 feet). Porches and decks are required for primary entries with a minimum of one front and one back.

j. All homes with a standard roof pitch will have eaves of six inches (6") or greater. Manufactured homes with Spanish style architecture will be exempted from this eave requirement.

k. If a garage, carport or room addition is constructed, the external material and roofing used on the garage, carport or addition shall be the same as or as near as practicable to the same as the external material and roofing of the home.

l. All homes must have a roof pitch of not less than three inches (3") of vertical rise for each twelve inches (12") of horizontal run. Roofing materials shall be shingles or other materials customarily used for congenial dwellings and approved by the planning and zoning director.

m. The homeowner(s) must file an affidavit of affixture to cause the home to become real property.

n. All manufactured homes placed within the town limits and all preowned manufactured homes relocated to a new location within the town limits must be no older than seven (7) years and in a "like new" condition, including, but not limited to, no significant mars or defects in roofing, siding, paint or other components and no missing parts. If the town planning and zoning director determines repairs need to be made on a relocated manufactured home, a certificate of occupancy shall not be issued until said repairs are completed. All repairs must be completed within sixty (60) days of relocation of the manufactured home. (Ord. 04-237, 9-28-2004)

DEFINITION:

MANUFACTURED HOME: A structure, as further defined in Arizona Revised Statutes, section 41-2142(23), built in accordance with the HUD act of 1974, as amended, at a site other than where it is intended to be used; as opposed to a "factory-built" building, or "modular" building, which is constructed in accordance with the uniform building code. Manufactured homes are built 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 when connected to on site utilities. A "manufactured home" is not a "mobile home", a "recreational vehicle", or a "factory built building", as defined herein.

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