

# REQUIREMENTS FOR MANUFACTURED HOUSING PERMITS IN APACHE COUNTY

COMPLIANCE WITH ALL THE APACHE COUNTY ADOPTED BUILDING CODES, ADDITIONS, ADDENDUMS, AND ZONING REGULATIONS IS MANDATORY FOR ALL CONSTRUCTION AND DEVELOPMENT WITHIN APACHE COUNTY WILL BE ENFORCED. BECOME AWARE OF THE REGULATIONS AND REQUIREMENTS BEFORE PROCEEDING WITH ANY PROJECT.

**NOTE: if the property was acquired within one-hundred twenty (120) days prior to application for the permit, a copy of the recorded deed or sales transaction is required.**

Factory Built Homes require different permits. Contact the Building Department for Information. (928) 337-7527.

## Section 730. Manufactured Home

As of July 1, 2015 all newly installed Manufactured Homes in Apache County shall meet the following minimum requirements:

1. All newly installed Manufactured Homes shall be Fifteen (15) years old or newer. Mobile Homes shall be prohibited in ALL zone.
2. THERE SHALL BE NO COMMERCIAL USE ALLOWED IN A MANUFACTURED HOME.
3. All Manufactured Homes shall provide a landing for each entrance in accordance with the appropriate International Residential Code (IRC) provisions prior to final inspection.
4. Connecting Two (2) individual or stand-alone units shall be prohibited.
5. All Manufactured Homes shall meet the minimum snow load in each respective area of Apache County. [See page 5 & 6 for requirements.](#) All Manufactured Homes constructed after January 1, 2009 must meet the roof snow load requirements in their respective areas; if the requirements cannot/will not be met, a fully completed "RELEASE OF RESPONSIBILITY" form is required. [See pages 7.](#)

**APPLCATIONS WILL NOT BE ACCEPTED WITHOUT THE FOLLOWING:**

1. Permits shall be issued contingent upon the receipt of a permit from the County Health Department or letter from an applicable sanitary district. **EVERY RESIDENCE MUST BE CONNECTED TO A SANITARY DISTRICT OR HAVE AN APPROVED ON-SITE WASTEWATER DISPOSAL SYSTEM.**
2. Proof of Snow Load rating. See page 5 & 6 for requirements. “RELEASE OF RESPONSIBILITY” form for all Manufactured Homes constructed after January 1, 2009 that cannot/will not meet the roof snow load requirements in their respective areas, see pages 7 for form.
3. A plot plan showing:
  - A. The location of all existing buildings or structures
  - B. Proposed building(s)
  - C. Proper setbacks.
4. **SPECIFICATION LOCATION:** Parcel Number (000-00-000), Subdivision and lot number, or physical location. Directions and map required.
5. Total Valuation of Manufactures Home, not including land. (i.e.)
6. Proof of ownership, either parcel number (000-00-000), or papers from title agency.
7. Proof of date of Manufactured Home – **CAN NOT BE OLDER THEN 15 YEARS OLD.**
8. Must be set up by an Arizona licensed contractor with an Installer License.
9. Completed Subcontractor Supplement Form. See page 8 for form.
10. All cement foundations require plans.
11. Structural cement foundations require engineered plans stamped by a Licensed Arizona Engineer.
12. **DO NOT PUT SKIRTING ON UNTIL AFTER ALL UNDER UNIT INSPECTIONS ARE APPROVED.** Required inspections

**PERMIT MUST BE POSTED IN THE WINDOW SO THE INSPECTOR CAN SEE IT.**

Request for Inspection must be made 2 – 3 days prior to inspection.  
MANUFACTURED HOME MUST BE COMPLETELY SET-UP AND HOOKED TO ALL UTILITIES BEFORE INSPECTION IS REQUESTED.

To request an inspection please call our office 928-337-7527

Provide the Following:

- A. Name in which the permit was issued
- B. Permit Number
- C. Location of Construction
- D. Type of inspection requesting
- E. Contact information

**REQUIRED INSPECTIONS:** Additional inspections may be required at the discretion of the Building Official.

1. Slab on Grade or Footing and Stem used for hold down purposes.
  - a. Compaction Test report.
  - b. Entrance slope of sewer, proper conduit for power, and water.
  - c. Location.
2. Main inspection. Required:
  - A. Electrical wiring and breaker size. Proper flex connection, 4-wire feed, wire size corresponds to breaker panel rating, neutral wires are isolated from box, main disconnect rating equal to panel rating.
  - B. Gas test inspection. Proper depth, proper flex connection, shut off valve at inlet to trailer, pressure test.
  - C. Sewer drain line connection. Accessible clean-out, proper depth and fall.
  - D. Blocking
  - E. Water freeze protection. Proper for freeze protection, shut-off valve at inlet to trailer, freeze protection above ground.
  - F. Compaction report
  - G. Clearance under home to ground
  - H. Pier placement
3. Final Inspection
  - a. Step and landings – for each entrance in accordance with the appropriate International Residential Code (IRC) provisions

b. Any other depending on conditions found by the inspector

Plan to be present on the day of ALL the inspection. If the inspector cannot inspect inside Electrical hookups, the inspection will fail and have to be rescheduled for another day. Additional fees for inspection WILL be charged.

ANY WORK NOT DONE BY A LICENSED INSTALLER MUST BE DONE BY A LICENSED CONTRACTOR WITH INSTALLER TAG.

**NOTE: ELECTRICAL WILL NOT BE GREEN TAGGED** UNTIL ALL OTHER ITEMS HAVE BEEN INSPECTED AND PASSED. IT IS YOUR RESPONSIBILITY TO CONTACT THE APPROPRIATE ELECTRICAL SERVICE FOR POWER TURN ON.

**SNOW LOAD REQUIRMENTS BY STRUCTURAL ENGINEERS ASSOCIATION OF ARIZONA**

Snow loads for roof design shall be considered as a non-reducible live load on the roof. The ground Snow Load shall be a minimum of ten (10) pounds per square foot greater than the listed snow load for the following area:

McNary

Fifty (50) pounds per square foot

Alpine, Greer and Nutrioso

Forty (40) pounds per square foot

Eagar, Springerville, Areas surrounding Vernon

Thirty-two (32) pounds per square foot

Chinle, Concho, Ganado, St. Johns, Sanders and Window Rock

Twenty (20) pounds per square foot

**Climate and Geographic Design Criteria for Apache County** as follows:

Wind Speed – 90 mph (30 second gust)

Seismic Design Category – B

Weathering – Moderate

Frost Line – 18”

Termite – None to slight

Winter Design Temperature – 15 degrees

Flood Hazard – Check with Flood Plain Administrator, Delos Bond 928-337-7535

Decay – None to slight

**Exposure Category**

Exposure B

Alpine

Greer

Nutrioso

Exposure C

Areas North, East and West of Vernon

Concho

St. Johns

**Exposure Category** – continued

Exposure C

Sanders

Eagar/Springerville

Window Rock

Chinle

Ganado



## MANUFACTURED HOMES

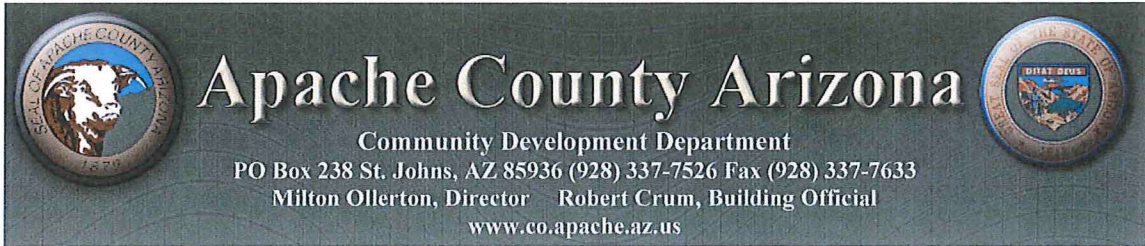
### APACHE COUNTY ROOF SNOW LOAD POLICY

The Federal (HUD) roof snow load standard for the State of Arizona is 20 pounds per square foot. However, there are several areas in Apache County where the roof snow load requirements exceed the 20 psf Federal standard.

In areas with a roof snow load requirement of more than 20 psf, Apache County requires that a Manufactured Home constructed after January 1, 2009 must meet the roof snow load requirements for that area; OR, a separate, approved, engineered roof structure that meets the roof snow load requirements for that area must be installed over the Manufactured Home.

A Manufactured Home constructed before January 1, 2009 will be exempt from the snow load requirements as outlined above, provided that the installer and the owner agree in writing to accept all risks associated with the installation of a Manufactured Home with a roof that does not meet the Apache County roof snow load requirements.

A 'RELEASE OF RESPONSIBILITY' form, provided by Apache County, must be filled out in its entirety and submitted along with the application for a Manufactured Home installation permit. The completed form will be recorded with the Apache County Recorder's Office.



## MANUFACTURED HOMES

Built prior to January 1, 2009

### RELEASE OF RESPONSIBIITY

Installer \_\_\_\_\_ License # \_\_\_\_\_  
Unit Serial # \_\_\_\_\_  
HUD Label \_\_\_\_\_  
AZ Insignia \_\_\_\_\_  
Unit Roof Snow Load Rating \_\_\_\_\_

Home Owner \_\_\_\_\_  
Property Address \_\_\_\_\_  
Apache County Parcel # \_\_\_\_\_  
Required Roof Snow Load for this area \_\_\_\_\_

The undersigned hereby release Apache County of all responsibility associated with the installation of the Manufactured Home referenced above; said Manufactured Home does not meet the roof snow load requirements of Apache County for the area where it is to be installed.

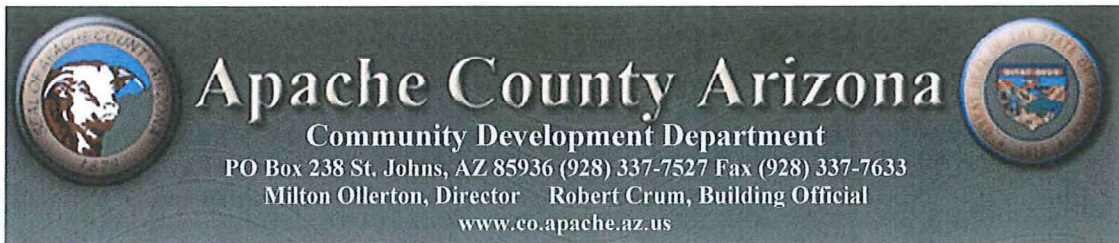
\_\_\_\_\_  
Installer authorized signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Home Owner signature

\_\_\_\_\_  
Date

This completed form will be recorded with the Apache County Recorder's Office.



**MANUFACTURED HOME INSTALLATION PERMIT APPLICATION**  
**SUBCONTRACTOR SUPPLEMENT FORM**

PERMIT # \_\_\_\_\_

Please list all licensed subcontractors associated with the installation / accessory structures of the manufactured/mobile home (electrical, plumbing etc.).

Contractor's Company Name \_\_\_\_\_

License Number \_\_\_\_\_ License Classification \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Check work being performed:  ELECTRICAL  PLUMBING  GAS  MECHANICAL

ACCESSORY STRUCTURE \_\_\_\_\_

OTHER \_\_\_\_\_

Contractor's Company Name \_\_\_\_\_

License Number \_\_\_\_\_ License Classification \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Check work being performed:  ELECTRICAL  PLUMBING  GAS  MECHANICAL

ACCESSORY STRUCTURE \_\_\_\_\_

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ACCESSORY STRUCTURE \_\_\_\_\_

OTHER \_\_\_\_\_