



Town of Camp Verde

Community Development Department – Building Division

♦ 473 S. Main Street, Suite 108 ♦ Camp Verde, Arizona 86322 ♦
♦ Telephone: 928.554.0050 ♦ www.campverde.az.gov ♦

COMMERCIAL FACTORY-BUILT BUILDING (FBB) PERMIT APPLICATION CHECKLIST

Note: The Town of Camp Verde has an Intergovernmental Agreement (IGA) with the Arizona Department of Housing, Office of Manufactured Housing (OMH) to enforce the installation standards of factory-built buildings. All factory-built buildings must be installed by a licensed contractor.

To process a Factory-Built Building (FBB Permit Application, the following must be submitted:

- ☐ **Completed Application** - including project information, property information, property owner information, applicant information, contractor information, plot plan sketch, and *if applicable*:
 - ☐ Designation of Agent
 - ☐ Lumens Calculation Sheet
 - ☐ Driveways/culvert application
- ☐ **Copy of Certificate of Title or Proof of Ownership**
- ☐ **Geotechnical Report** - By A Geotechnical (Soils) Engineer
- ☐ **Digital Set of Construction Documents (Plans)**
 - ☐ **Architectural & Structural Plans** with stamp of approval by the Arizona Department of Housing.
 - ☐ **Manufacturer's Installation Manual** – If Missing, Can Be Obtained by Contacting the Manufacturer Directly.
 - ☐ **Foundation Plan** with stamp of approval by the Arizona Department of Housing.
 - ☐ **Anchoring System** – Must Be an Approved Patented System Such as Minute Man or Tie Down & Must Be in Compliance with The Manufacturer's Installation Manual or A Site-Specific Engineered Design Approved by the Arizona Department of Housing.
- ☐ **Fees** will be collected upon submittal of application in accordance with the current adopted fee schedule.

Additional Information May Be Required as Determined by The Building Official. A Separate Permit Will Be Required for All Deferred Submittal Items.

AN INCOMPLETE APPLICATION WILL CAUSE YOUR PERMIT TO BE DELAYED

Note: All contractors must have a valid ROC License in the State of Arizona. A Town issued Business License is also required to perform services in the Town of Camp Verde.

Note: 9-495. Arizona Revised Statute In any written communication between a city or town and a person, the city or town shall provide the name, telephone number and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following:

1. Demands payment of a tax, fee, penalty fine or assessment;
2. Denies an application for a permit or license that is issued by the city or town; or
3. Requests corrections, revisions or additional information or materials needed for approval of any application for a permit, license or other authorization that is issued by the city or town.

An employee who is authorized and able to provide information about any communication that is described above shall reply within five (5) business days after the city or town receives that communication.

Note: 9-807. Mandated fire sprinklers in certain residences prohibited; exception; permit application format

- A. A municipality shall not adopt a code or ordinance or part of a uniform code or ordinance that prohibits a person or entity from choosing to install or equip or not install or equip fire sprinklers in a single family detached residence or any residential building that contains not more than two dwelling units. A municipality shall not impose any fine, penalty or other requirement on any person or entity for choosing to install or equip or not install or equip fire sprinklers in such a residence. This section does not apply to any code or ordinance that requires fire sprinklers in a residence and that was adopted before December 31, 2009.



Handicap Relay: 711 or Voice: 1-800-842-4681 TTD: 1-800-367-8939

