



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 ♦

FACTORY-BUILT BUILDING (FBB)/MANUFACTURED HOME PERMIT APPLICATION

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

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

- ☐ **Complete Application** - including project information, property information, property owner information, applicant information, contractor information, plot plan sketch, manufactured home installation information and *if applicable*:
 - ☐ Designation of Agent
 - ☐ Lumens Calculation Sheet
 - ☐ Driveways/culvert application
- ☐ **Copy of Certificate of Title or Proof of Ownership**
- ☐ **Soils Classification** - By A Geotechnical (Soils) Engineer
 - ☐ Required for all residential structures exceeding 500 sq. ft. Note: When required by the Building Official, a Soils Investigation Report shall be submitted if Soils Classification proves soil conditions necessitate such report.
- ☐ **Construction Documents (Plans)**
 - ☐ **Floor Plan** –With All Rooms & Fixtures Labeled.
 - ☐ **Manufacturer's Installation Manual** – If Missing, Can Be Obtained by Contacting the Manufacturer Directly.
 - ☐ **Foundation Plan** – Manufactured/Modular Homes Requiring Engineered Foundations Due to Flood Zones, Or Soil Conditions Must Provide Foundation Plans That Have Been Stamped/Approved by The Arizona Department of Fire, Building and Life Safety, Office of Manufactured Housing (OMH) Prior To Application Submittal.
 - ☐ **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 OMH.
- ☐ **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

