



APACHE JUNCTION AZ

Development Services Department/**Division of Building Safety and Inspection**

MANUFACTURED HOME AND PARK MODEL BUILDING APPLICATION GUIDE

This Building Application Guide (“Guide”) is intended to facilitate the submittal of a building permit application to the Apache Junction Division of Building Safety and Inspection (“DBS”). Please note there are specific Guides for different types of permitted work (e.g., new single family, garage to living space, and demolitions). If you are unsure of which Guide to use, please visit our [Building Application Guide Guide](#). If you need assistance, please contact the DBS at (480)-474-5156 or Buildingpermits@ajcity.net.

TYPICAL JOB TYPES

This Guide is to be used for residential construction projects such as:

- **Manufactured Home (MH) Installation**
- **MH Addition**
- **MH Awning**
- **MH Remodel**
- **Park Model (PM) Utility Connection**
- **PM Additions**
- **PM Awning**
- **PM Convert shed to laundry**

DIGITAL SUBMISSION REQUIRED

Apache Junction utilizes an online permit system called MyGovernmentOnline (“MGO”). **All applications for a building permit must be electronically submitted through the MGO system**, accessible at [MyGovernmentOnline](#). Before you submit an application for the first time, you must create a user account. For more information on setting up your user account please visit the [MGO Customer Help Guide](#). MGO also offers a customer service support line at (866) 957-3764 if you need assistance in creating a user account and/or navigating the system.

Questions related to the application submittal requirements, specified in this Guide, should be directed to the DBS at (480)-474-5156 or Buildingpermits@ajcity.net.

If you require accommodation, there is a public kiosk in the Development Services Lobby at the city complex- 300 E Superstition Blvd. Building D, that you may use to submit an application through the MGO system and/or create a user account. However, as noted further in the Guide, all application materials must be provided electronically; if you wish to use the public kiosk, you must bring your application material on a USB flash drive. For security reasons, application materials may not be downloaded or emailed to the kiosk computer.

OWNER/OCCUPANT BUILDER EXEMPTION FROM ARIZONA REGISTRAR OF CONTRACTORS LICENSING

The State of Arizona Contractor licensing laws have an exemption that allows an owner who will occupy a structure for at least a year, prior to renting or selling, to submit a declaration to the city showing they understand and will comply with the law. **(THE EXEMPTION DOES NOT APPLY TO THE SETTING OF A MANUFACTURED HOME.)** The form, which can be downloaded here [Exemption from ROC Affidavit](#) must be signed and attached with your electronic application materials. **Please note** that a Limited Liability Company (LLC) cannot be an “owner-builder,” a licensed contractor is required.

REQUIRED APPLICATION MATERIALS CHECKLIST

Unless specifically excluded by a staff member in writing, the following Application Materials, as specified in the checklist, below, are required for a building permit application to be accepted. A designation of ‘Yes’ or ‘No’ in each row states whether the specific “Application Material” is required or not for the particular project type (i.e., an “Addition & Remodel,” “ADU”, or “New House”). Upon submittal to the MGO system, a staff member will review your uploaded materials for general acceptability with the specifications stated in the table below, as well as with the additional requirements provided in the following sections. If the required “Application Materials” are missing, clearly inadequate, mislabeled, or in an incorrect format, the application will not be accepted. You will be notified through the MGO system if your application has been accepted or rejected.

REQUIRED APPLICATION MATERIALS CHECKLIST		Manufactured Home Installation (Set)	Manufactured Home Other	Park Model Utility Connect	Park Model Other
Construction Plan Sheets (<i>plan sheets are to be provided as one document</i>)					
Coversheet- required information					
	Project site address, Parcel Number (APN), zoning district, project title, scope of work, sheet index, legend and vicinity map. Name of Park or Subdivision if applicable.	Y	Y	Y	Y
	Manufactured Home applicable codes 2009 IRC/2008 NEC/2009 IFGC.	Y	-	-	-
	Applicable code 2018 IRC/2017 NEC/2018 IFGC	-	Y	Y	Y
	Project data table including net lot size (lot size excluding easements), gross lot size (total lot size to all property lines), building lot coverage (total of all roofed areas on lot), existing/proposed building square footage (for each floor and in total), building heights, building setbacks.	Y	Y	Y	Y
	Identify type of set- ground, elevated/skirting, permanent wall	Y	Y	-	-
	Indicate that "Construction hours are limited to 5:00 am- 6:30 pm M-F April 15 to Oct 15, and 6:00 am to 6:00 pm M-F Oct 16- April 14; Saturdays, Sundays and City Holidays are 7:00 am to 5:00 pm."	Y	Y	Y	Y

Site Plan- must be scaled drawing					
Property lines and property line dimensions; all easements including FPE's-Federal patent easements; distance from centerline of adjacent streets to property lines.					
North Arrow- based on North/South orientation of property/parcel.					
MH/PM unit Dimensions, awning dimensions					
All required zoning setbacks must be shown- front, rear, side yards and shall be measured from property lines or FPE's. (<i>Where space lines are undetermined- no survey or plat exists- the dimensions to any adjacent structures, including on other spaces must be provided.</i>)	Y	Y	Y	Y	
Location <u>and</u> dimensions of any existing structures, and proposed location and dimensions of proposed structure, distances between structures					
If served by septic show septic location.					
Show utility locations.					
Show any existing natural washes on property.			-	-	
Direction of drainage flows shall be provided.			-	-	
Driveways, designated parking areas.			Y	Y	
Floor Plans					
A floor plan showing all interior spaces, must show exterior doors and emergency egress locations.	Y				
All rooms and spaces to be labeled based on proposed use (bedroom, kitchen, etc.).	-	Y	Y	Y	
Dimensions of all exterior walls, doors, windows and rooms.	-				
All functional components of the building, including kitchen appliances, fixtures (sinks, bathtubs, toilets, etc.).	-				
All exterior mechanical equipment locations- air conditioners, etc.	Y				
Exterior Elevations					
Show all sides (faces) and all floors (including roof parapet) of all proposed structures. Identify all proposed exterior materials/finishes and design details.	Y*	Y	Y	Y	
Additions- delineation between existing and proposed construction through use of lines, shading and/or notes.	-		-	Y	
Existing and finished grade- code required drainage to be clearly identified.	Y		-	-	
Maximum structure height from finished grade to highest point; wall heights- to top plates; finish floor height for each floor measured from finished grade.	Y	Y	Y	Y	
All exterior materials: walls- siding, cladding stucco, etc.; roof- tile, membrane, etc. Provide evaluation report numbers for stucco systems, flat roof membranes, manufactured stone, etc.	-		-	Y	
For metal awnings, provide evaluation report number.	Y		Y	Y	
All building mounted equipment, including HVAC units, exterior ductwork, lighting fixtures, etc.	Y*		Y	Y	
Building Cross Sections					
Cross sections representing two distinct directions through proposed structure showing grade and height details, floor plate and roof plate heights	-	Y	-	Y	
Wall section details clearly showing exterior wall components and addressing air barrier and weather barrier requirements.	-		-		

Roof Plan					
	Roof plan showing slopes, venting, skylights, material transitions.	-		Y	
	Flat roofs with parapets- provide calculations for required drainage, scupper sizing.	-	Y	-	Y
Roof and Truss Framing					
	Roof framing plan should be consistent (match) with truss engineering layout.	-		-	
	Hangers and uplift connectors must be identified.	-	Y	-	Y
	Header/beam sizing must be provided, for headers/beams not in the IRC tables provide supporting documentation for sizing.	-		-	
Structural Plans					
	Foundation and/or structural floor framing plan with footing/pier/slab details.	-		-	
	Braced wall plan including specific method being utilized per 2018 IRC tables. Construction details for any narrow braced wall sections.	-	Y	-	Y
	Diaphragm and braced wall connections must be detailed.	-		-	
	Hold-down and anchor bolt sizing, locations and spacing.	-		-	
Detail Sheets- as applicable					
	Window schedule- provide window sizes, address safety glazing requirements, provide energy code information.	-		-	
	Door schedule- sizes and energy code information.	-	Y	-	Y
	For footings/piers detail all post-to-beam, post-to-footing and beam-to-beam connections, identify connector model and manufacturer.	-		-	
	Stair details- rise/run, handrails and guardrails	Y		Y	
Mechanical, Plumbing, and Electrical Plans					
	Location of HVAC equipment, address access to equipment in attic spaces, if applicable.	Y*		Y	
	Address energy code requirements and whole house ventilation.	-		-	
	Duct plan with routing and duct sizing that matches Manual J, D, S calculations and design.	-		-	
	Plumbing plan with sanitary layout; provide fixture flow rates per AJ amendments; address energy code requirements for water heaters.	-		-	
	For natural gas identify all gas appliances and provide pipe-sizing diagram.	Y*	Y	Y	Y
	Electrical plan needs to show all required outlets, fixtures, smoke detectors, carbon monoxide detectors, panels, etc.	-		-	
	Electrical circuit requirements, GFCI and AFCI requirements and tamper requirements shall be addressed on plans.	-		-	
	Electrical plans need to address energy code requirements.	-		-	
	All utility connections, meter locations and sizing need to be identified.	Y		Y	
Building Energy Efficiency Compliance					
	Plans must address air barrier requirements of energy section.	-		-	
	All mandatory energy code requirements must be clearly addressed. (Manual J, D, S calculations required)	-	Y	-	Y
	Testing required by energy code must be identified on plans.	-		-	
Additional Documentation- (may be provided as separate documents)					
	Park Manager or Architectural Committee Approval	Y	Y	Y	Y
	Soils Report- prepared by geo-technical firm.	*	*	-	-
	For truss roof systems the truss engineering and layout must be provide from the truss manufacturer at submittal.	-	Y	-	Y

Structural Plan calculations- prepared by a registered design professional.	*	*	*	*
Manual J, D, S calculations and report shall be provided.	-	Y	-	Y
ROC Exemption Declaration- for owner/builder (lot must be owned by owner of MH or PM)	-	Y	Y	Y
Acknowledgement Form (required for all applications)	Y	Y	Y	Y
* Check with staff to see if applicable.				

CONSTRUCTION PLAN PREPARATION REQUIREMENTS

Construction Plans submitted for a building permit must adhere to the following requirements:

- Each sheet shall be digitally signed by the plan drafter. If the construction plans are prepared by a licensed architect and/or engineer, a valid electronic stamp is also required;
- Be drawn to a standard architectural and/or engineering scale (e.g., ¼" = 1' or 1" = 20');
- Indicate the name, company, address, phone number, and email address of the plan author(s);
- Specify the date of preparation and document version (deltas);
- Include noted and graphical scales and north arrow on all sheets;
- Be produced in a uniform size (all sheets) of 11" x 17 "(Ledger) or 18" x 24" (ARCH 'C') or 24" x 36" (ARCH 'D'). Other sizes, including larger formats such as 36" x 48" (ARCH 'E') will not be accepted;
- All sheets must be "flattened" into a single layer (multiple layers generated by a CAD application program slow down the review process);
- Provide bookmarks for each plan-sheet, identifying the sheet by number and title (e.g., Sheet A0 - Coversheet);
- If scanned hand-drawn plans are provided, they must be scanned at a 300 DPI resolution (however, natively generated CAD vector drawings are highly encouraged);
- Incorporate all the required plan sheets, inclusive of architectural, civil, structural, and landscaping sheets, into a single set of Construction Plans.

APPLICATION MATERIALS SUBMITTAL REQUIREMENTS

Application materials must be provided electronically in Adobe PDF (unlocked) format only (i.e., no JPEG, PNG, DOC, etc.), **using the standardized file naming format specified in the table, below.** Please do not add dates, special characters (!, @, #, \$, %, ^, &, ", ", and *), or any other additional information to the file names. Please also ensure that the Construction Plans, inclusive of the site plan, architectural, mechanical, electrical, plumbing and structural, **are combined into a single PDF file.** Separate PDF files will not be accepted and will result in rejection of your application.

For file organization purposes, each application material must be appended with the submittal version. For example, 'Sub. 1' for the first submittal, 'Sub. 2' for the second submittal, etc. Following permit issuance, any revision to the application materials must be appended with the revision number and the scope of the revision. For example, a revision to add a new window would be labeled as "Construction Plans – (Add. 1 – New Window)".

REQUIRED FILE NAMING FORMAT <i>(label each file exactly like this)</i>		
Required Material <i>(one PDF file for each item)</i>	Submittal Version <i>(identify the submission number)</i>	Post-Issuance Addenda <i>(identify the revision number/purpose)</i>
Construction Plans	Construction Plans (Sub. 1)	Construction Plans (Add. 1- <i>Scope</i>)
Manufactured Truss Layout & Engineering	Truss Plans (Sub. 1)	Truss Plans (Add. 1- <i>roof slope</i>)
ROC License Exemption Declaration	Exemption Declaration (Sub. 1)	Exemption Declaration (Add. 1- <i>change sub-contractor</i>)
Acknowledgement Statement	Acknowledgement Statement	N/A
Applicant Response	Response Letter (Sub. 2)	N/A
<i>(if applicable)</i>		
Soils Report	Soils Report (Sub. 1)	Soils Report (Add. 1- <i>revised</i>)
Structural Calculations	Structural Report (Sub. 1)	Structural Report (Add. 1- <i>owner change</i>)

OTHER AGENCY APPROVALS

The following additional agency approvals may be required for your project:

- **Superstition Mountains Communities Facility District No.1-** For new buildings and additions, the sewer district determines if sewer is available and if connection is required. Please contact SMCFD at 480-941-6754 or visit their website at www.smcfcd.org.
- **Pinal County Aquifer Protection Division-** Issues permits related to new septic tanks and evaluates sizing and current functioning, when additions are planned. They can be contacted at 520-866-6442 or visit their website at www.pinalcountyz.gov/CommunityDevelopment/AquiferProtection/.

APPLICATION FEES

Payment of deposit fee and other fees due at application must be completed prior to the permit application being accepted for review. Staff will review the permit application and submittal documents for completeness and calculate the applicable fees due. **Payment of fees must be made within two (2) business days** after the application has been accepted by the city. Failure to pay by the payment deadline will cause the application to be rejected and you will have to resubmit. Once a building permit is ready to be issued, payment of all permit fees will be required. Additional fees will be charged for each round of plan-reviews after the second Submittal (and revisions). As such, every effort should be taken to ensure that application materials comply with requirements of this checklist to avoid additional plan-check fees.

INSPECTIONS

Various inspections are required depending on the exact scope-of-work of your permit request. Once a permit has been issued, your MGO account will identify which inspections are necessary (note that additional inspections may be required once

construction commences). Please review the [DBS Inspection Handout](#) for information on specific inspections. Inspections may be called for over the phone at (480) -474-5101 or by using your MGO account.

REVIEW TIMELINES

Construction plans submitted for a building permit are reviewed concurrently by the Building Safety and Inspection Division and the Planning Division. Comments from these departments will be provided at the same time upon completion of the plan review. Manufactured Home Installation permit applications with all required information will be reviewed in seven (7) business days. For all others please allow a minimum of 3 to 4 weeks for the first plan-check and 1 to 2 weeks for all subsequent reviews.

PERMIT DEADLINES

A permit application will expire without refund of fees if the applicant fails to obtain a building permit within 45 days from the date of application submittal. Similarly, an issued building permit will expire without refund of fees if the applicant fails to pass an inspection every 60 days from the date of issuance. The Building Official may grant extensions to these deadlines prior to the expiration dates on a case-by-case basis. If an extension request is denied, a new permit application and payment of fees shall be required.

RESUBMITTALS

Plan-review comments from the reviewing departments are released to the MGO Customer Portal as they are completed. However, please do not attempt to upload revised materials until you have received confirmation from the Building Safety and Inspection Division that all comments have been provided. When revised materials are ready to be submitted it is encouraged that you include a detailed letter providing an itemized response to each plan-check comment. To upload revised materials, please review these instructions here- [MGO Upload Revised Material Guide](#).