



## APPLICATION CHECKLIST

## MANUFACTURED STRUCTURES

Residential, Commercial, Multi-Family

**SUBMITTAL REQUIREMENTS – completed online portal application with uploaded files below**

### 1. MANUFACTURED STRUCTURE PLANS – combine these 24" x 36" format items into one file labelled "PLANS"

**Cover Sheet**

- Applicable Codes
- Design Criteria
- Sheet Index
- Project Scope
- Square Footage Table

**Site Plan**

- Parcel lot lines and address
- Size of parcel (square footage)
- Setbacks – front, rear, side distances from lot lines
- Existing structures, fences and retaining walls
- Existing utilities and easements
- Location and size of proposed structure with distances from lot lines and between structures

**State Approved Plans**

- Floor Plan including options & additions
- Elevations with building height
- Electrical One-Line Diagram showing electrical service, size, conduit and grounding, if applicable

### 2. ADDED SITE BUILT STRUCTURES – combine the following into one file labelled "SITE BUILT STRUCTURES"

Construction Plans – include all items below that are applicable to the project scope

- Floor Plan
- Foundation Plan
- Framing / Deck Plan
- Cross-section with structural framing details
- Elevations with building height
- Energy Code Compliance
- Electrical Plan
- Mechanical Plan
- Plumbing Plan

Truss Calculations and Layout – include verification of the Engineer of Record review

Soils Report

ResCheck

Manual J,S,D

Manufacturer Installation Instructions

ESRs and Specifications

Special Inspection Form(s)

**Additional Permits or Supporting Documents may be needed; contact other divisions to determine requirements**

- ❖ Public Works Engineering and FEMA Floodplain: 928-777-1405, Option 3
- ❖ Fire Sprinklers and Wildland Urban Interface (WUI): 928-777-1445, Option 3

**Notes:**

<b>Applicant:</b>	<b>Property Address:</b>	<b>Permit #</b>
<b>Contractor:</b>	<b>Contractor ROC#:</b>	<b>Date Submitted:</b>