

Town of Florence Community Development Department
Building Safety Division
224 W. 20th Street / P.O. Box 2670, Florence, AZ 85132

Main Phone 520-868-7575 / Inspection Line 520-868-7601

Email: tofpermits@florenceaz.gov

Website: www.florenceaz.gov/community-development



OFFICE USE ONLY	
PERMIT #	_____
Occupancy Group:	_____
Permit Fee	\$ _____
Review Fee	\$ _____
Impact Fees	\$ _____
Printing/Misc Fee	\$ _____
TOTAL DUE	\$ _____

MANUFACTURED HOME / MODULAR BUILDING INSTALLATION APPLICATION

Residential Commercial

APPLICANT NAME: _____ Phone: _____

Applicant Address: _____

Applicant Email: _____

SITE AND BUILDING INFORMATION:

Installation Address: _____ Parcel #: _____

Owners Name: _____

Mailing Address / City / State / Zip Code: _____

Verified Existing Utilities

UNIT IDENTIFICATION:

Manufacturer: _____ Year*: _____

Model: _____ Size: _____

Unit Serial Number: _____ HUD Label: _____

**Town of Florence Development Code requires manufactured homes to be five (5) years or newer.*

Skirting and/or Awning structure submitted with this installation permit: Yes No

INSTALLER INFORMATION:

Company Name: _____

Company Address: _____ Phone: _____

Company Email: _____

Installer License No: _____ License Class: _____ Town of Florence Business License No: _____

(Required for Contractors)

Square Footage: _____

Valuation: _____

I hereby understand that approval of this application does not guarantee approval of the actual installation. I hereby certify that the information on this application and all related submittals are true and correct.

Signature of Owner/Applicant

Print Name

Date



MANUFACTURED HOME/MODULAR BUILDING PERMIT APPLICATION INFORMATION

SUBMITTALS

Permit applications will have the following attached:

- Permit Application
 - **Applicant shall verify existing utilities with either Utility Finance Department, which you can go to Town Hall or call (520) 868-7570 Monday – Friday 8:00am – 5:00pm or Public Works Department, which can be contacted at (520) 868-7620 Monday – Friday 6:00am – 2:30pm.
- Inspector Rights and Responsibilities
- Owner Authorization Form (Not required for Owner-Build)
- Site Plans – 2 Copies for Residential Projects;
 - a. Site Plan should include property lines, setbacks/distance from property line to existing structures, all structures on property, streets, North direction, awning, and location of all utilities on property.
- Construction / Building Plans – 2 Copies for Residential Projects; Plans should include anchor and support design and foundation, and all utility connections.
- If attached awning and/or skirting is installed at the time of home set, submit 2 sets of site plans and construction plans for awning and footing details.
- A separate building permit will be required for detached accessory structures.

DELIVERY

Submittal methods are as follows.

1. Online Portal Submittal <https://twn-florence-az.smartgovcommunity.com/Public/Home>
2. Over the counter
3. Mail Delivery (USPS, UPS, FedEx) Mailing cost is incurred by applicant.
 - USPS – PO Box 2670, Florence, AZ 85132
 - UPS/Fed Ex – 224 W. 20th Street, Florence, AZ 85132

FEES AND PAYMENTS

\$450.00 installation permit fee. *Fee is based on the State of Arizona Department of Housing current fee schedule.*

Note, Town of Florence Development Impact Fees *may* also apply.

Fees can be found at <http://www.florenceaz.gov/community-development/>

At the time of submittal, the installation fee will be collected, along with any printing fees, if applicable. The permit balance including all impact fees is applicable will be collected upon permit issuance. The Town of Florence Community Development Department accepts cash, check and credit cards. Payments can also be made by phone by calling 520-868-7573 / 7665.

PLAN REVIEW AND PERMIT ISSUANCE/POSTING

Plan reviews are typically 7 to 10 business days for first review. Permit must be posted and available to inspector. Recommend permit and plans be placed in water heater closet or breaker panel. Do not place permit inside locked home! When scheduling inspection, identify where permit and plans can be located on site.

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Florence, Arizona 85132
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www.florenceaz.gov

INSPECTIONS; APPLICABILITY
RIGHTS AND RESPONSIBILITIES

Address _____
Project Site Address

Purpose of inspection _____
Project Scope of Work

(A.R.S. § 9-833 A) A municipal inspector or regulator who enters any premises of a regulated person for the purpose of conducting an inspection shall:

1. Present photo identification on entry of the premises
2. State the purpose of the inspection and the legal authority for conducting the inspection
3. Disclose any applicable inspection fees

Except for a fire and life safety inspection of areas that are accessible to the general public or a food and swimming pool inspection, afford an opportunity to have an authorized on-site representative of the regulated person accompany the municipal inspector or regulator on the premises, except during confidential interviews

4. Provide notice of the right to have:
 - Copies of any original documents taken by the municipality during the inspection if the municipality is permitted by law to take original documents
 - A split or duplicate of any samples taken during the inspection if the split or duplicate of any samples, if appropriate, would not prohibit an analysis from being conducted or render an analysis inconclusive
 - Copies of any analysis performed on samples taken during the inspection
5. Inform each person whose conversation with the municipal inspector or regulator during the inspection that the conversation is being tape recorded
6. Inform each person interviewed during the inspection that statements made by the person may be included in the inspection report

You have the right to appeal the final decision of a municipality based on the results of an inspection to;

Town of Florence
Community Development
Building Official
(520) 868-7575
tofpermits@florenceaz.gov

By signing below, I _____ have read and understand my rights as prescribed above
Agent/Applicant

Signature

Date

Not available or Refusal to sign by regulated person or on-site representative _____
Town of Florence Date

(A.R.S. § 9-833 D) A municipality that conducts an inspection shall give a copy of or provide electronic access to, the inspection report to the regulated person or on-site representative of the regulated person either;

- At the time of inspection
- Notwithstanding any other law, within thirty (30) working days after the inspection
- As required by federal law

(A.R.S. § 9-833 E) The inspection report shall contain deficiencies identified during an inspection. Unless otherwise prescribed by law, the municipality may provide the regulated person an opportunity to correct the deficiencies unless the municipality determines that the deficiencies are;

- Committed intentionally
- Not correctable within a reasonable period of time as determined by the municipality
- Evidence of a pattern of non-compliance
- A risk to any person, the public health, safety or welfare or the environment

(A.R.S. § 9-833 F) If the municipality allows the regulated person an opportunity to correct the deficiencies pursuant to subsection E of this section, the regulated person shall notify the municipality when the deficiencies have been corrected. Within thirty (30) working days of receipt of notification from the regulated person that the deficiencies have been corrected, the municipality shall determine if the regulated person is in substantial compliance and notify the regulated person whether or not the regulated person is in substantial compliance, unless the determination is not possible due to conditions of normal operations at the premises. If the regulated person fails to correct the deficiencies or the municipality determines the deficiencies have not been corrected within a reasonable period of time, the municipality may take any enforcement action authorized by law for the deficiencies.

(A.R.S. § 9-833 G) A municipality's decision pursuant to subsection E or F of this section is not an appealable municipal action.

(A.R.S. § 9-833 H) At least once every month after the commencement of the inspection, a municipality shall provide a regulated person with an update, in writing or electronically, on the status of any municipal action resulting from an inspection of the regulated person. A municipality is not required to provide an update after the regulated person is notified that no municipal action will result from the municipality's inspection or after the completion of municipal action resulting from the municipality's inspection.

(A.R.S. § 9-833 I) This section does not authorize an inspection or any other act that is not otherwise authorized by law.

(A.R.S. § 9-833 J) This section applies only to inspections necessary for the issuance of a license or to determine compliance with licensure requirements. This section does not apply;

- a. To criminal investigations, investigations under tribal-state gaming compacts and undercover investigations that are generally or specifically authorized by law
- b. If the inspector or regulator has reasonable suspicion to believe that the regulated person may be or has been engaged in criminal activity
- c. To inspections by a county board of health or a local health department pursuant to section 36-603

(A.R.S. § 9-833 K) If an inspector or regulator gathers evidence in violation of this section, the violation shall not be a basis to exclude the evidence in a civil or administrative proceeding, if the penalty sought is the denial, suspension or revocation of the regulated person's license or a civil penalty of more than one thousand dollars.

(A.R.S. § 9-833 L) Failure of a municipal employee to comply with this section:

- Constitutes cause for disciplinary action or dismissal pursuant to adopted municipal personnel policy
- Shall be considered by the judge and administrative law judge as grounds for reduction of any fine or civil penalty

(A.R.S. § 9-833 M) A municipality may adopt rules or ordinances to implement this section

(A.R.S. § 9-833 N) This section:

- Shall not be used to exclude evidence in a criminal proceeding
- Does not apply to a municipal inspection that is requested and scheduled by the regulated person



**Town of Florence Community
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Building Safety Division 224
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Florence, AZ 85132
(520) 868-7575**

Email: tofpermits@florenceaz.gov

OWNER AUTHORIZATION FORM

I/we, the undersigned, do hereby grant permission to: _____

Name of Contractor

to act on my/our behalf for work at site address: _____, and for the purpose of obtaining a building permit for the reasons(s) checked below:

Residential

<input type="checkbox"/>	New Build/SFR	<input type="checkbox"/>	Remodel
<input type="checkbox"/>	Addition (attached)	<input type="checkbox"/>	Accessory (detached)
<input type="checkbox"/>	Roof	<input type="checkbox"/>	Manufactured Home/Park Model
<input type="checkbox"/>	Demolition	<input type="checkbox"/>	Solar System
<input type="checkbox"/>	Mechanical	<input type="checkbox"/>	Plumbing
<input type="checkbox"/>	Gas	<input type="checkbox"/>	Fence/Walls
<input type="checkbox"/>	Electrical	<input type="checkbox"/>	Pool/Spa <i>(Pool Safety Code Checklist must also be completed/submitted)</i>

Commercial

<input type="checkbox"/>	New Build	<input type="checkbox"/>	Tenant Improvements
<input type="checkbox"/>	Addition (attached)	<input type="checkbox"/>	Accessory (detached)
<input type="checkbox"/>	Roof	<input type="checkbox"/>	Modular Building
<input type="checkbox"/>	Demolition	<input type="checkbox"/>	Mechanical
<input type="checkbox"/>	Gas	<input type="checkbox"/>	Plumbing
<input type="checkbox"/>	Sign	<input type="checkbox"/>	Fence/Walls
<input type="checkbox"/>	Site Improvements	<input type="checkbox"/>	Change in Occupancy
<input type="checkbox"/>	Fireworks	<input type="checkbox"/>	Cell Tower

Fire

<input type="checkbox"/>	Tent / Membrane	<input type="checkbox"/>	Fire Sprinkler System
<input type="checkbox"/>	Fire Alarm System	<input type="checkbox"/>	Fireworks
<input type="checkbox"/>	Fire – Operational		

Property Owner(s) Signatures

Printed Name(s): _____

Signature: _____

Signature: _____

Phone: _____

Date: _____

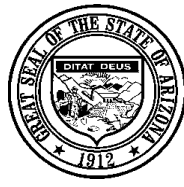
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Phone (520) 868-7575 TDD (520) 868-7502
www.florenceaz.gov**

SUBMITTAL REVIEW TIMELINES

TYPE OF SUBMITTAL	DESCRIPTION	1ST AND 2ND REVIEW S	SUBSEQUENT REVIEWS
Administrative Review	The Administrative review is to determine the completeness of each submittal and is in addition to the formal reviews listed below.	10 Days	10 Days
Residential	Accessory buildings, plumbing, electrical, mechanical, manufactured homes, park models, pools, remodel, solar, gas,	20 Days	15 Days
Residential New Construction	Single family residential home, standard plans, garage	20 Days	15 Days
Commercial Tenant Improvement	Improvements to an existing building (shell), plumbing, electrical, mechanical, signs, fire sprinkler, fire alarm, hood system	20 Days	15 Days
Commercial New Construction	Construction of a new commercial building under 50K SF, solar farms under 20MW	20 Days	15 Days
Planning Review	Design reviews, general plan amendments, preliminary plats, final plats, zoning, variances	20 Days	15 Days
Engineering Review	Paving, grading, water, sewer, preliminary plats, final plats	20 Days	15 Days
Fire Review	Fire sprinkler, fire alarms, hood systems, tents, fireworks sales	20 Days	15 Days
Right-of-Way Utility Permits	Utility companies; APS, Qwest, Southwest Gas, Cox, etc.	10 Days	5 Days
Right-of-Way Non-Utility	This permit is for improvements within a development	10 Days	5 Days
Miscellaneous Permits	Re-roof, Certificate of Occupancy inspections, Utility clearance, combining parcels, irrigation, some gas lines. E-mailed submittals will be 10/5	Over the counter (no review)	
Permit Tech Review	Prepare documents for permit issuance and/or process redline comments	10 Days	5 Days

NOTES:

1. Review times are business days, excluding all holidays, weekends and while plans are being revised by the applicant.
2. Timeframes are not all inclusive and are subject to change with a written agreement between the Town and the applicant.
3. Shorter review times will be accomplished when possible.
4. These time frames are for plan review only and do not apply to submittals that require approval through the Planning and Zoning Commission and/or Town Council.



STATE OF ARIZONA
DEPARTMENT OF HOUSING
1110 WEST WASHINGTON, SUITE 280
PHOENIX, ARIZONA 85007
(602) 771-1000 WWW.AZHOUSING.GOV
FAX: 602-771-1002

Adopted Codes Memorandum

Effective February 1, 2021

December 1, 2020

NOTICE

Re: Adopted Code
Change

In compliance with the statutory requirement to ensure the safety of the people who use and occupy the buildings regulated by the Department, the Manufactured Housing and Building Division has updated the codes adopted for the design, construction, and installation of buildings and accessories regulated by the Department.

The new code set as established in Title 4, Chapter 34, R4-34-102 Materials Incorporated by Reference:

- International Building Code (IBC), 2018 Ed.
- International Residential Code (IRC), 2018 Ed.
- International Mechanical Code (IMC), 2018 Ed.
- International Plumbing Code (IPC), 2018 Ed.
- International Fuel Gas Code (IFGC), 2018, Ed.
- International Energy Conservation Code (IECC), 2018 Ed.
- National Electrical Code (NEC), 2017 Ed.

New plans including building, model, accessory, installation, and design package and compliance manuals, submitted after February 1, 2021 shall be designed and drawn to the new code set.

Any building, model, accessory, installation plans, and design package and compliance manuals, approved under the previous code set (2009), will become invalid effective February 1, 2021.

Exceptions:

- The Department may allow a grace period for the use of plans and design packages approved under the previous code set until May 1, 2021. The exception may be granted upon specific written request of the licensee stating the reason for seeking the exception.
- Compliance manuals that are not code specific need not be updated.

The requirements set forth in this memorandum shall be effective February 1, 2021.

Thank you.

NOTICE

Manufactured Home / Factory Built Building Installation Report and Certificate Requirements

The following report and certificates are to be completed
and available at the job site:

- Penetrometer Report
- Completed Manufacturers Data Plate (Red)
- Completed State of Arizona Installation Certificate (Blue)
- Utility Testing Report Form
- Department of Building Safety House Bill 2256
(Detectable Underground Facilities Requirements)

For information only

Please give documents to Building Inspector at time of
final inspection.

Final inspection will not occur until documents are provided.



Town of Florence

Community Development/ Building Safety | 224 W. 20th Street, Florence, Arizona 85132 | (520) 868-7573/7665

**MANUFACTURED HOME / FACTORY BUILT BUILDING
PENETROMETER REPORT**

HOME OWNER _____ PHONE NUMBER _____

SITE ADDRESS _____ PERMIT NUMBER _____

NUMBER AND STREET _____ CITY, STATE ZIP CODE _____

INSTALLER NAME _____ LICENSE # _____

NAME OF PERSON CONDUCTING TEST _____
PLEASE PRINT

RELATIONSHIP _____ PHONE NUMBER _____

PENETROMETER TEST

SEVEN READINGS	MIDDLE FIVE	AVERAGE
1. _____	1. _____	_____
2. _____	2. _____	load-bearing soil capacity
3. _____	3. _____	
4. _____	4. _____	
5. _____	5. _____	
6. _____		
7. _____	Total _____	

SIGNATURE _____ DATE _____

How to use the Pocket Penetrometer, for soil testing

1. To start test, push indicating ring against the body so that low side reads 0.
2. Slowly insert piston until engraved mark is level with soil.
3. Read strength in tons/sq.ft. using low side of ring (side closest to piston end); record reading
4. For weak soils, use 1" adapter foot. Multiply reading by 0.0625 to obtain strength in tons/sq. ft.

Note- Pocket Penetrometer uses tons /sq. ft; (tons per square foot)
R434-803.B.2.a—uses psf (pounds per square foot)
1 ton =2000 pounds

That seven(7) reading from 7 different areas were the footers will be located.
Throw out the high and low numbers
Reading of the number can be what is on the penetrometer, (example 4.5, 3.5, or 2.0)
Rewrite the 5 reading you are using in next listing and add these numbers up.
Divide these numbers by 5, then multiply that by 2,000, which will give you your average reading of the load-bearing soil capacity.

AS EVIDENCED BY THIS LABEL NO. [REDACTED]

THE MANUFACTURER CERTIFIES TO THE BEST OF THE MANUFACTURER'S KNOWLEDGE AND BELIEF THAT THIS MANUFACTURED HOME HAS BEEN INSPECTED IN ACCORDANCE WITH THE REQUIREMENTS OF THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT AND IS CONSTRUCTED IN CONFORMANCE WITH THE FEDERAL MANUFACTURED HOME CONSTRUCTION AND SAFETY STANDARDS IN EFFECT ON THE DATE OF MANUFACTURE. SEE DATA PLATE.

AS EVIDENCED BY THIS LABEL NO. [REDACTED]

THE MANUFACTURER CERTIFIES TO THE BEST OF THE MANUFACTURER'S KNOWLEDGE AND BELIEF THAT THIS MANUFACTURED HOME HAS BEEN INSPECTED IN ACCORDANCE WITH THE REQUIREMENTS OF THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT AND IS CONSTRUCTED IN CONFORMANCE WITH THE FEDERAL MANUFACTURED HOME CONSTRUCTION AND SAFETY STANDARDS IN EFFECT ON THE DATE OF MANUFACTURE. SEE DATA PLATE.

INSTALLATION CERTIFICATE

THIS INSIGNIA IS THE PROPERTY OF THE STATE OF ARIZONA DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY OFFICE OF MANUFACTURED HOUSING.

THE LICENSEE LISTED BELOW CERTIFIES THAT THE INSTALLATION WORK PERFORMED IS IN COMPLIANCE WITH THE RULES AND REGULATIONS OF THE OFFICE.

LICENSE NUMBER	CLASS	DATE
[REDACTED]	[REDACTED]	[REDACTED]

WORK PERFORMED: SOIL SUPPORT ANCHORING
 ELEC WATER SEWER GAS MECH

ACCESSORY [REDACTED] PLAN # [REDACTED]
 ACCESSORY [REDACTED] PLAN # [REDACTED]
 INSTALL/ FLOOD ZONE [REDACTED] PLAN # [REDACTED]

[REDACTED] SN [REDACTED]

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 ELEC WATER SEWER GAS MECH

ACCESSORY [REDACTED] PLAN # [REDACTED]
 ACCESSORY [REDACTED] PLAN # [REDACTED]
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AZ I [REDACTED] SN [REDACTED]

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LICENSE NUMBER	CLASS	DATE
[REDACTED]	[REDACTED]	[REDACTED]

WORK PERFORMED: SOIL SUPPORT ANCHORING
 ELEC WATER SEWER GAS MECH

ACCESSORY [REDACTED] PLAN # [REDACTED]
 ACCESSORY [REDACTED] PLAN # [REDACTED]
 INSTALL/ FLOOD ZONE [REDACTED] PLAN # [REDACTED]

AZ [REDACTED] SN [REDACTED]

DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY

1110 WEST WASHINGTON, SUITE 100
PHOENIX, ARIZONA 85007
OFFICE 602-364-1003 FAX 602-364-1052

UTILITY TESTING REPORT FORM

Permit Number _____

Installation Address _____

Unit Manufacturer _____

HUD Number _____ Serial Number _____

Installer Name _____ License Number _____

Installation Certificate Number _____

Dealer Name _____ License Number _____

Dealer Address _____

ALL TESTS SHALL COMPLY WITH 24 CFR §§ 3280 AND 3285

Note:

Water -3285.603

Sewer -3285.604

Electric -3285.701

Gas -3285.605

WATER TEST 3280.612 _____

SEWER TEST 3280.612 _____

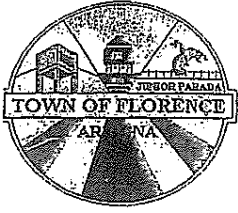
GAS TEST 3280.705 _____

ELECTRICAL TEST 3280.810 (b) _____

Date: _____

Signature: _____

NOTES:



Department of Building Safety

HOUSE BILL 2256 Detectable Underground Facilities Requirements

December 30, 2005

All Florence Builders

Per House Bill 2256, any underground facility installed after December 31, 2005 shall be locatable above ground without potholing. "Underground Facility" means any item of personal property that is buried or placed below ground for use in connection with the storage or conveyance of water, sewage, electronic, telephonic, or telegraphic communications, electric energy, oil, gas, or other substances, and shall include but not be limited to pipes, sewers, conduits, cables, valves, lines, wires, manholes, attachments and those portions of poles and their attachments below ground except cross culverts or similar roadway drainage facilities, and landscape irrigation systems of two inches in diameter or less. Electric service lines and feeders, metallic gas service lines, cable TV lines and telephone lines installed on private property by the utility, cable or telephone company are detectable without the following requirements:

- All buried nonmetallic communication cable shall have an orange #18 insulated tracer wire securely attached to it at 8' o.c. and shall have 12" of tracer wire accessible above grade at the termination and be securely attached at that point.
- All buried private water lines shall have a blue #18 insulated tracer wire securely attached to it at 8' o.c. and shall have 12" of tracer wire accessible above grade at the termination and be securely attached at that point.
- All buried private sewer lines shall have a green #18 insulated tracer wire attached to it at 8' o.c. and shall have 12" of tracer wire accessible above grade at the termination and be securely attached at that point.
- All buried nonmetallic private gas lines shall have a yellow #18 insulated tracer wire attached to it a 8' o.c. and shall have 12" of tracer wire accessible above grade at the termination and be securely attached at that point.
- All buried private landscape sprinkler lines greater than 2" in diameter shall have a purple #18 insulated tracer wire securely attached to it at 8' o.c. and shall have 12" of tracer wire accessible above grade at the termination and be securely attached at that point.
- All nonmetallic underground facilities including but not limited to mechanical, oil, chilled water, refrigerants, steam, or empty conduit shall have a white #18 insulated tracer wire attached to it at 8' o.c. and shall have 12" of tracer wire accessible above grade at the termination and be securely attached at that point.

All conductor insulation must be suitable for direct burial, minimum size #18AWG!!

PLEASE NOTE THAT THESE PARTICULAR REQUIREMENTS PERTAIN TO UNDERGROUND FACILITIES ON PRIVATE PROPERTY AND WILL BE REGULATED BY THE BUILDING SAFETY DEPARTMENT. THESE ARE IN ADDITION TO THE REGULATIONS REQUIRED BY THE ADOPTED CODES OF THE TOWN OF FLORENCE. DETECTABLE REQUIREMENTS FOR UNDERGROUND FACILITIES IN RIGHTS OF WAY WILL BE REGULATED AND MONITORED BY THE TOWN OF FLORENCE PUBLIC WORKS DEPARTMENT.

(520) 868-7556
(520) 868-7564 FAX

PO Box 2670
Florence, AZ 85232