



Town of Chino Valley
Development Services Department
1982 Voss Drive
Chino Valley, AZ 86323
(928) 636-3480
permitting@chinoaz.net

MFH BUILDING PERMIT APPLICATION CHECKLIST

To submit a building permit application for a Manufactured Home please provide the following:

- Completed Building Permit Application.** Applications must be submitted online using the Citizenserve portal located on the “Permits” page at <https://www.citizenserve.com/chinovalleyaz>.
- Site Plan** indicating all distances to other structures and property lines. If in a park, distances to the adjacent Manufactured Homes on both sides of the new installation.
- Authorization to Construct Septic Permit from Yavapai County for new homes**, or if town services are available, a completed **Residential Utilities Application**. *Or existing septic system approval for replacement homes.*
- Completed Proposed Driveway Plan** for new homes.
- MFH Installers** must provide their Installers License number obtained from the Department of Fire, Building and Life Safety that allows them to operate within the scope of work for Mobile/Factory Built Buildings.
- Installers must provide** their Town of Chino Valley business license information on the application.
- Provide a list of all subcontractors** and their license numbers obtained from the Registrar of Contractors and the Town of Chino Valley.
- Used MFH require a copy of a title or registration** indicating proof of manufacturer, size, vehicle identification number, and year of construction. All manufactured homes must have a minimum width of 12 feet, a minimum of 400 square feet of **livable space**, and manufactured after, June 15, 1976.
- Submit a \$700 non-refundable fee** along with the \$30.00 driveway permit fee.

A completed application and all other required documentation must be submitted in order for your application to be accepted.

GENERAL INFORMATION

All plans are required to meet the 2024 IBC, 2024 IRC, 2024 IFGC, 2024 IMC, 2024 IPC, 2012 IECC and 2023 NEC.

Construction- Must begin within 180 days of the date of permit issuance. Substantial progress must be demonstrated every 180 days or the permit will expire.

Inspections - Can be scheduled through your Citizenserve portal or by calling or texting the Town IVR line at **(855) 855-8919**. Requests made before midnight may be scheduled for the next business day. A valid permit and approved construction plans must be on site for an inspection to be performed.



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GENERAL INFORMATION - Continued

- At the 1st inspection, address numbers must be 5 inches in height and ¾ inch broad stroke minimum, contrasting colors, and readable from the street at the time of inspection.
- Placement/construction must begin within 180 days of the date of permit issuance. Substantial progress must be demonstrated every 180 days or the permit will be expired.
- Regulations and codes exist and are enforced for the consumer's protection and safety. For further information and assistance, contact the Town of Chino Valley Development Services, located at 1982 Voss Dr. Chino Valley, Az. 86323 or 928-636-3480.

The permit fee of \$700.00 includes three (3) inspections. Additional inspections will require a \$140.00 re-inspection fee per each additional inspection.