



KINGMAN FIRE DEPARTMENT

Building & Life Safety Division

310 North Fourth Street, Kingman, AZ 86401

Phone: (928)753 8130 Fax: (928)753 7747 Web: <http://www.cityofkingman.gov>



HUD MANUFACTURED HOME SUBMITTAL CHECKLIST

Each of the following items must be submitted at time of application:

BLD -

Complete the COK HUD / **Factory-Built Permit Application** with all information, including project address & parcel number, installer contact information, applicant signature and submittal date.

Pay the **Permit Fee**.

Provide a **Record of Survey** prepared by an AZ Licensed Surveyor on 8.5 X 11 inch paper for all new **primary structure** applications. n/a [If the Installation is in an Approved Mobile Home Park.]

Provide a scaled **Site Plan** showing all property corners, dimensioned property lines, existing & proposed buildings with dimensioned setbacks from other buildings and property lines for all additions or new structures. Include the locations of the Electric Service Pole, Gas Meter and Ground Set ACU.

Provide a **Residential Site Drainage Plan** on 8.5 x 11 inch paper showing building pad elevations, drainage contours elevations at 1 foot intervals and point(s) of discharge, for all additions or new structures.

Note: Lots graded before the Building Permit is issued require a Grading Permit. And all building pads with more than 12" of fill require Compaction Tests.

One (1) Set (with Original Red- Stamp) of OMH Approved Plans for the Manufactured Home Building and one (1) set emailed in PDF format.

One (1) Set (with Original Red-Stamp) of OMH Approved Plans Engineered Footing/ Foundations for the Manufactured Home Building. n/a (Site Specific Plans Only) and one (1) set emailed in PDF format.

One (1) Set (with Original Red Stamp) of OMH Approved Plans for Any Attached Accessory Structures n/a (Site Specific Plans only) (if required) and one (1) set emailed in PDF format.

When city sewer is not available, obtain letter from City Engineering Department stating sewer is not available. (> 500') Provide **Private Sewer System Approval** from Mohave County Development Services located at 3250 Kino Ave. 928-757-0903. n/a – City Sewer is available

Look up the Mohave County 100 year **Flood Zone Designation** using Google Chrome and this url:

http://goldberg.mohavecounty.us/FEMA_Data/FEMA_Data.html

Print the Flood Zone designation on the Permit Application below **Applicant (Print Name)**.

Possible **Flood Zones**: A, AE, AH, AO, AR, A99, V, VE, X (shaded), X, D

If the parcel is in a Special Flood Hazard Area, the City will email a copy of the building permit application - including all supporting documentation – to the District using email address:

mcfloodinfo@mohavecounty.us