

# TOWN OF DEWEY-HUMBOLDT

## "Arizona's Country Town"

**Manufactured Home  
Permit Application**  
Community Development  
P.O. Box 69  
Humboldt, AZ 86329

www.dhaz.gov Phone: 928-632-7362, Fax: 928-632-7365

**INSTRUCTIONS:** Complete and return all **WHITE** copies. Retain all **BLUE** copies for customer information.

DATE: \_\_\_\_\_ PARCEL # \_\_\_\_\_ PERMIT # \_\_\_\_\_

Check Utility	Check Attached Accessory Structure on your Contract
<input type="checkbox"/> WATER <input type="checkbox"/> SEWER/SEPTIC <input type="checkbox"/> GAS <input type="checkbox"/> ELECTRICAL <input type="checkbox"/> COOLER <input type="checkbox"/> REFRIGERATION	<input type="checkbox"/> AWNINGS <input type="checkbox"/> PORCH <input type="checkbox"/> GARAGE <input type="checkbox"/> APPROVED PLAN NO# _____ <input type="checkbox"/> OTHER _____
<input type="checkbox"/> VINYL <input type="checkbox"/> BLOCK NON-BEARING (DETAIL REQUIRED) <input type="checkbox"/> OTHER (TYPE) <input type="checkbox"/> RETAINING and/or LOAD BEARING STATE APPROVED PLANS REQUIRED <input type="checkbox"/> LANDING / STEPS PER 2006 IRC-LOCATION/DIMENSION ON SITE PLAN	
HUD LABEL #: _____ YCES SEPTIC PERMIT #:(ATTACH COPY) _____	
Owner Name: _____ Phone: _____	
Mailing Address: _____	City/Town _____ State _____ Zip _____
Installation Address: _____	City/Town _____ County _____ Zip _____
Unit Manufacturer _____	Date of Mfg. or Year _____
Unit Serial # _____	Size _____
Unit Installer's Name: _____	
Address _____	City/Town _____ County _____ Zip _____
License # _____ License Class _____	Bus. Phone _____
Accessory Installer's Name: _____	
Address _____	City/Town _____ County _____ Zip _____
License # _____ License Class _____	Bus. Phone _____
Dealer's Name _____	
Address _____	City/Town _____ County _____ Zip _____
License # _____ License Class _____	Bus. Phone _____
<small>THIS PERMIT PROVIDES FOR THREE (3) INSPECTIONS. ONE OF WHICH IS RESERVED FOR ACCESSORY STRUCTURES, IF APPROPRIATE. ANY ADDITIONAL INSPECTION WILL BE CHARGED AT THE RATE OF \$82.00 PER HOUR (1 HR MINIMUM) AND .445 PER MILE.          PERMIT FEES BASED ON FEE SCHEDULE CREATED BY OMH PURSUANT TO ITS AUTHORITY UNDER A.R.S. § R1-2144 (4) AND A.A.C. R4-34-501.          A COPY OF THE STATE APPROVED ENGINEERED PLANS FOR PERMANENT FOUNDATION WALLS IS REQUIRED UPON SUBMITTAL.          THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME ATER WORK IS COMMENCED.          I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR PERFORMANCE OF CONSTRUCTION. I ACKNOWLEDGE THAT I MAKE THIS STATEMENT UNDER PENALTY OF PERJURY.</small>	
Permit Purchaser Signature: _____ Date: _____	

FOR OFFICE USE ONLY		
APPROVALS	INITIALS	DATE
PLAN REVIEW		
P & Z		
PUBLIC WORKS		
YC FLOOD		

PERMIT FEE	\$ 350.00	ISSUE DATE:
ZONING FEE	\$	
PUBLIC WORKS FEE	\$	
OTHER FEE	\$	RECEIPT #
TOTAL	\$	

INSTALLATION PERMIT  
REQUIRED SUPPLEMENT FORM

PERMIT # \_\_\_\_\_

Please list all licensed subcontractors associated with the installation of the manufactured/mobile home or factory built building (electrical, plumbing, etc.)

Contractor's Name \_\_\_\_\_

License #: \_\_\_\_\_ Class of License \_\_\_\_\_

Business Phone #: \_\_\_\_\_

Contractor's Name \_\_\_\_\_

License #: \_\_\_\_\_ Class of License \_\_\_\_\_

Business Phone #: \_\_\_\_\_

Contractor's Name \_\_\_\_\_

License #: \_\_\_\_\_ Class of License \_\_\_\_\_

Business Phone #: \_\_\_\_\_

Contractor's Name \_\_\_\_\_

License #: \_\_\_\_\_ Class of License \_\_\_\_\_

Business Phone #: \_\_\_\_\_

Contractor's Name \_\_\_\_\_

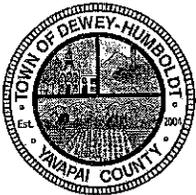
License #: \_\_\_\_\_ Class of License \_\_\_\_\_

Business Phone #: \_\_\_\_\_

Contractor's Name \_\_\_\_\_

License #: \_\_\_\_\_ Class of License \_\_\_\_\_

Business Phone #: \_\_\_\_\_



## RESIDENTIAL MANUFACTURED HOME SUBMITTAL REQUIREMENTS

### All Residential Manufactured Home Applications must contain the following:

1. One (1) Completed Residential Manufactured Home Application Form
2. One (1) 8 ½" X 11" Scaled Plot Plan per the Instructions for drawing a Plot/Site Plan
3. Three (3) 18" X 24" Site Plan per the Instructions for drawing a Plot/Site Plan. The site plan must include the location of any stairs, decks, and landings.
4. One (1) 8 ½" X 11" Floor Plan (All rooms shall be labeled according to use)
5. One (1) Directions to Site Form
6. One (1) Residential Outdoor Lighting Permit Fact Sheet
7. One (1) Completed Access/Drainage Permit Form (if needed)
8. One (1) Completed Septic Permit Form or proof of existing waste water system.
9. One (1) Manufacturer's Certification of Engineered Design Load. (Must be appropriate for specific installation location and is effective for all homes manufactured since January 1, 2009.) *Engineered Foundation may be required for any design load 40 pounds and greater.*
10. Three (3) sets Engineered Footing/Foundation Plans approved and red stamped by the State Office of Manufactured Housing *if required*. Site specific plans only.
11. Three (3) Sets of plans approved and red stamped by the State Office of Manufactured Housing for any attached accessory structure included on the original contract and as part of the initial installation. Site specific plans only.
12. Three (3) original stamped sets of plans approved by the State Office of Manufactured Housing.
13. Used manufactured homes require a copy of the title or registration providing proof of the manufactured, size and vehicle identification numbers.

NOTE: Attached or Detached structures such as decks, awnings, sheds, carports, garages, etc., not having OMH State approved plans included in the initial permit will require a separate permit and will be reviewed per the IRC and IBC. Installation Fee of \$350.00 (based on OMH pursuant to its authority under A.R.S. § R1-2144 (4) and A.A.C. R4-34-501) includes home set up, APS electric pedestal, propane/natural gas; FAU/HVAC units and State approved attached accessory structures as listed on the sales contract. Additional inspections will be charged at \$82 per hour (1 hr. minimum) and .445 per mile. Other department fees will be applied to each permit as applicable (i.e., Land Use, Access/Drainage/Septic). Grading, Generator and/or Solar installations will require a separate permit.

**CERTIFICATE OF OCCUPANCY REQUIRED PRIOR TO USE OR OCCUPANCY**



**TOWN OF DEWEY-HUMBOLDT**  
**P.O. BOX 69**  
**HUMBOLDT, AZ 86329**  
**Phone: 928-632-7362 • Fax: 928-632-7365**

## **Instructions for Drawing a Plot/Site Plan**

**Plot Plans** must be drawn in Black Ink to scale on the form provided and must include all of the following information. An additional 8 ½" x 11" form may be used to provide an area map for a parcel which exceeds 2 acres or dimensions of 300 feet.

**Site Plans** must contain the following information and be drawn on the same size sheet as your construction drawings (minimum paper size is 18" X 24").

1. Indicate "North" with directional arrow.
2. Property Dimensions. (see Orientation of Dimension and Lettering as indicated on the Plot Plan Form).
3. Indicate scale used (Engineer's Scale ONLY – Not Smaller than 1" = 60').
4. Proposed structure(s) with all dimensions, including POOLS.
5. Existing structure(s) with all dimensions, including POOLS.
6. Distance(s) between structures.
7. Distances all structure(s) to all property lines.
8. Description of each structure's use.
9. Adjacent streets/roads.
10. Location of driveway(s) and material used (i.e., gravel, concrete...).
11. Location, size, dimensions of septic system with leach area (show perc test holes, 100% expansion area [minimum distance from septic & leach], length & slope of outlet lines [5' minimum], distribution box/diversion valve, inspection pipe(s) length, width & number of leach lines [distance between trenches], degree of slope in leaching area, length & slope of building sewer lines, setbacks from property lines, buildings, wells, dry washes, other sewage systems, water lines).  
*Note: If individual wells provide water, maintain minimum septic setbacks of 50' from property lines and 100' from all wells including neighboring wells.*
12. Locations of all utility poles, meters, and lines.
13. All easements regardless of purpose must be displayed.
14. Slope information: slope information may be given in feet or percentage of slope
  - a. Indicate high and low point of lot if lot slopes
  - b. Indicate by arrows the direction of slope
  - c. Indicate how much difference there is in elevation (in feet) between high and low point.
15. Any watercourse(s) on the parcel or within 200 feet of existing or proposed structure(s); wells within 100 feet of the parcel; and road-cuts within 50 feet of the parcel (A watercourse is defined as any topographic feature that carries water periodically. Other appropriate terms might be wash, creek, river arroyo, slew or drainage way.) Indicate elevation difference of proposed building site to the lowest wash elevation adjacent to the building site.
16. Location of existing roadside ditches and road culverts with size.
17. Layout of parking spaces, including handicapped, per use requirements (pertains to all except single family dwelling permits).
18. Signage must be identified but requires a separate permit.
19. Location and type of exterior lighting.
20. Location where orange card will be posted.
21. **Full size SITE PLAN must also include existing and proposed grades, building pad elevations, drainage, and, cut and fill amounts.**

**Drainage Report/Plans** (if required) must be in accordance with the Yavapai County Drainage Criteria Manual (See the Flood Control District with any questions).

## Town of Dewey-Humboldt

### Directions to Site

Instructions: An actual detailed line map is needed, not written instructions, adding any significant buildings, land marks, main highway, street names, and north arrows. If the map is not adequate it could cause a delay in issuing your permit.

Assessor's Parcel Number \_\_\_\_\_ Address \_\_\_\_\_



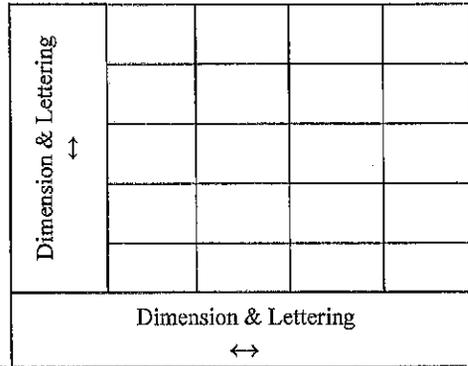
**TOWN OF DEWEY-HUMBOLDT**  
**Plot Plan Sketch and Affidavit**

I certify that I am authorized by the property owner to make this application, that all information provided for this application is correct and that this plot plan, as part of the permit, indicates all structures (including fences, walls, and pads), correct property and building dimensions; setback distances; legal access and easements; road cuts; walls and/or any water course (including washes, drainage ditches etc.) on or within 50'; 100' and 200' respectively of the property. We agree to conform to all applicable laws of this jurisdiction.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**Orientation of Plot Plan**



Document #

Sec

Twn

Rng

A P N

Zoning: \_\_\_\_\_

Stories: \_\_\_\_\_

Height: \_\_\_\_\_

Slope: \_\_\_\_\_ %

FY: \_\_\_\_\_

RY: \_\_\_\_\_

EY: \_\_\_\_\_

IY: \_\_\_\_\_

LC: \_\_\_\_\_

Lot Area \_\_\_\_\_

Lot % \_\_\_\_\_

Density Used: \_\_\_\_\_

Scale: \_\_\_\_\_

North Arrow

**MUST BE DRAWN TO SCALE PER CHECKLIST. An additional 8 1/2" x 11" sheet may be used to provide an area map for a parcel which exceeds 2 acres or dimensions of 300 feet.**





**TOWN OF DEWEY-HUMBOLDT**  
**P.O. BOX 69**  
**HUMBOLDT, AZ 86329**  
**Phone 928-632-7362 • Fax 928-632-7365**

---

The Town of Dewey-Humboldt has taken an active role in the preservation of the night-sky through Zoning Regulations within the Town Code, Sections 153.150-153.153 (Light Pollution Control).

**In part:** All light fixtures, including security lighting, shall be **aimed or shielded** so that the direct illumination shall be confined to the property boundaries of the source. Particular care is to be taken to assure that the direct illumination does not fall onto or across any public or private street or road.

Motion sensing lighting fixtures shall be properly adjusted, to turn off when detected motion ceases. Motion sensing lights can be turned to "constant ON" for the purposes of illuminating yard areas for private recreational activities so long as they are turned to their automatic setting at the conclusion of the activity.

Installation of new mercury vapor light fixtures has been prohibited since May of 1985.

Landscaping up-lighting may be acceptable, but must be approved by the Community Development Director.

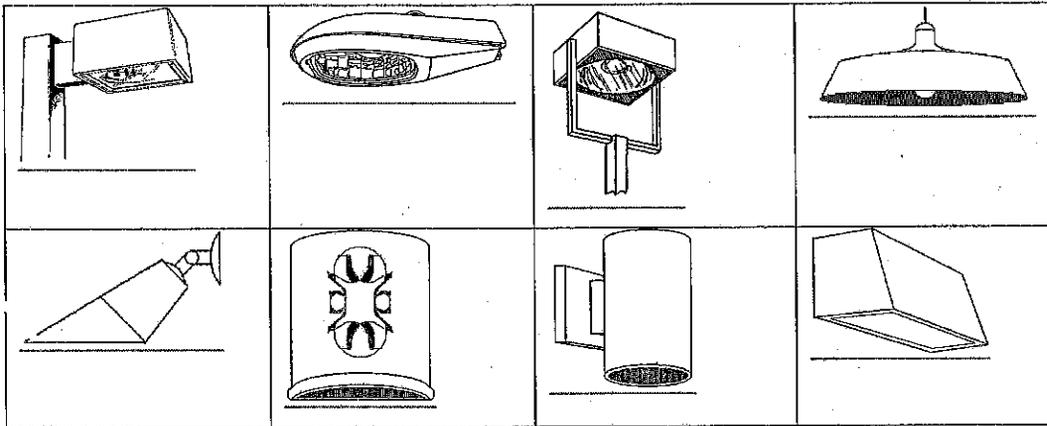
Applicant is to provide manufacturer's cut-sheet/catalog information detailing fixture shielding and lumen output of bulbs to be installed, and where required, a drawing/illustration of the proposed shielded fixture upon application for a building permit requiring exterior lighting.

Lighting amount: < ½ acre 7,500 Lumens  
½ to 1 acre 10,000 Lumens  
1 and greater 20,000 Lumens

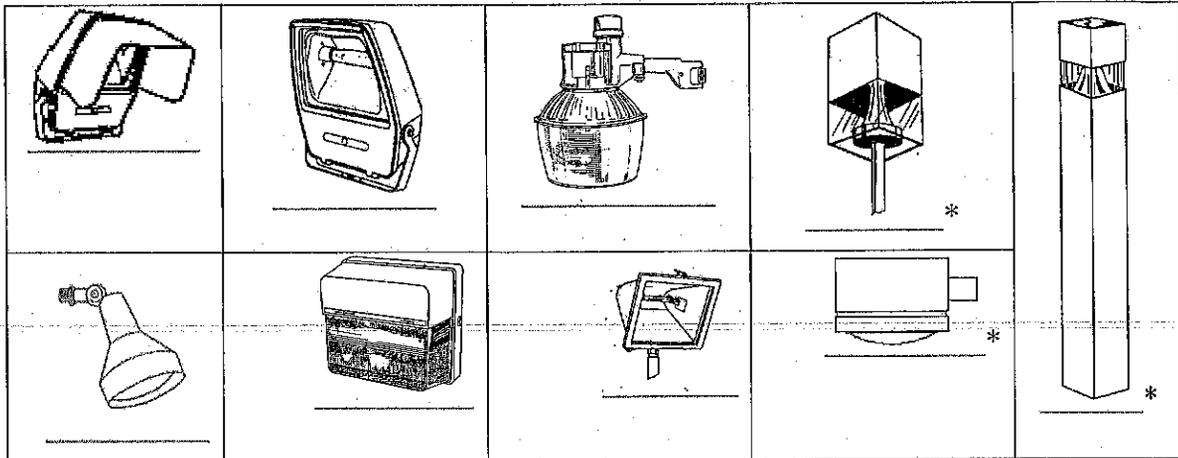
Note: Lumen is the unit used to measure the actual amount of visible light, which is produced by a lamp. Typical generic incandescent bulbs (W=Watt and L=Lumen)

60W = 840L, 75W = 1,125L, 100W = 1600L, 150W = 2,780L, 300W = 4,620L

Below are examples of fixtures that are Fully Shielded (Note: To be fully shielded these fixtures must be closed on top and mounted such that the bottom opening is horizontal).



Examples of fixtures that are NOT Fully Shielded:



\*Note: even though the lamp in these fixtures is shielded from direct view when viewed from the side or above, reflective surfaces within the fixture and or lens covers are directly visible from the side.

If you should have questions please call 632-7362 for clarification. For commercial applications or further details you may research Town Code, Chapter 153, Zoning Regulations on the Town's website at [www.dhaz.gov](http://www.dhaz.gov).

# Town of Dewey-Humboldt

Development Services

Residential Outdoor Lighting Permit Fact Sheet

(See Town Code Sections 153.150 – 153.153)

(Please complete the appropriate blanks as they apply to the project referenced below).

Allowable lumen parameters:

Parcels larger than 1 acre are allowed 20,000 shielded lumens.

Parcels between ½ acre and 1 acre are allowed 10,000 shielded lumens.

Parcels less than ½ acre are allowed 7,000 lumens of shielded lumens.

Examples of lumen output of typical generic incandescent bulbs (W=watt, Lm=lumen):

**60W=840Lm, 75W=1125Lm, 100W=1600Lm, 150W=2780Lm, 300W=4620Lm.**

NOTE: Fully automatic and properly adjusted motion sensing lights (as defined in Town Code Section 153.151) are not restricted as to number by The Town of Dewey-Humboldt Zoning Ordinance.

Decorative landscape lights utilizing 4 Watt bulbs or less are also exempt.

The project at \_\_\_\_\_ on APN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ of a parcel size of \_\_\_\_\_ acres or square feet will utilize the following outdoor lighting package:

Quantity	Location	Wattage	Type & Fixture	Lumens Each	Shielded Lumens Total
Example 1	Front Porch	100	Incan / S	1600	1600S
Total lumens for project					

(Incandescent=incan, Halogen-hal, Compact Fluorescent=com, MS=motion sensing)

Shielded

Remaining allowable lumens for this parcel: \_\_\_\_\_

I, the undersigned, acknowledge that The Town of Dewey-Humboldt has a Light Pollution Control Resolution and believe to the best of my understanding that the foregoing installations will be in full compliance with the Resolution. I understand that if the foregoing installations are determined not to be in full compliance with the Light Pollution Control Regulations, it shall be my responsibility to bring the installations into compliance.

\_\_\_\_\_  
Owner or Agent

\_\_\_\_\_  
Date



**TOWN OF DEWEY-HUMBOLDT**  
P.O. BOX 69  
HUMBOLDT, AZ 86329  
Phone 928-632-7362 • Fax 928-632-7365

## MANUFACTURED HOME INSPECTION PROCEDURES

To minimize inspections and to maximize installer efficiency, the following inspection procedures will be followed:

All manufactured homes must be certified to be manufactured to the current design zone requirement of the jurisdiction where the manufactured home will be located. Dewey-Humboldt has established a 30 lbs snow load requirement.

All manufactured homes must be anchored per State of Arizona Department of Fire, Building and Life Safety (DFBLS) approved standards, such as Minute Man or Tie Down systems or an engineered design approved by DFBLS ([www.dfbls.az.gov](http://www.dfbls.az.gov)).

### Permit Submittal requirements:

- Manufacturer's certification of engineered design load
- Installers license information
- Grading and drainage plan
- Compaction report
- Engineered foundation plans

### Grading:

- If more than 50 CY of earth is to be moved, a Grading Permit is required.
- If the home or any accessory structures are to be built on fill, engineered compaction is necessary.
- A compaction report must be provided to the Town of Dewey-Humboldt before the home may be set.
- All pads shall be "crowned" to prevent low spots under the home and must be inspected with the footings.
- A site drainage plan or grading plan must be submitted to the Building Department for approval prior to issuance of installation permit.

### Footings:

- If load-bearing or retaining, the foundation plan must be stamped by an Engineer and approved by the State Office of Manufactured Housing.
- If non-load-bearing and a block wall is used, it must be 12" into undisturbed soil and have appropriate re-bar.

- Footings of any type must be set below frost line. Dewey-Humboldt's frost line is set at 6" below the surface. Pre-made pier pads may not be installed unless stem wall is insulated or approved by an Engineer.
- Any home determined to be within a flood zone or in a sheet flow area will require a site specific foundation designed by an Arizona registered Engineer and approved by DFBS.

#### **Set-Up Inspection:**

- Do not build any skirt until the support pads have been inspected.
- Have the job-specific set-up plans on-site and readily available.
- All utility yard lines in the test state will be inspected at this time.
- Manufactured homes shall be installed only by a licensed contractor. The insignia shall be in place at time of inspection.

#### **Skirt, Retaining Wall:**

- Retaining wall pre-grout inspection (verticals and bond beam)
- Ensure screened venting is at least one SF for every 150 SF of crawl space. Ventilation openings shall be within 3 feet of each corner of the building (per IRC 408.1).
- All remaining utility yard lines in the test state will be inspected at this time.

#### **Final:**

- Access to the home is required to check the gas (capped with valve open) and electrical at the interior.
- Temperature pressure relief valve drain line piped to outside of the manufactured home or skirting, not to discharge under the manufactured home (per IRC P2803.6.1).
- At each door a minimum of 36" x 36" platform and appropriate steps are secured to the stem wall (per IRC 311.4.3).
- House address numbers are attached to the structure (per IRC 321.1).
- Grading completed, 6" fall in 10' slope (per IRC 405.1).
- Final approval and release of utilities will be only after ALL of the installation and permit requirements have been met.

**Note:** Accessory structures (one-story rooms, storage room, patio, porch, garage, carport, awnings, skirting, retaining wall, evaporative cooler, refrigeration A/C unit, solar system, or wood decking) will be inspected per the IRC and IBC. If accessory structures are being built, a Porta-Jon is required on the site at time of the footing inspection.