



CITY OF MESA
DEVELOPMENT SERVICES
MANUFACTURED HOME SET REQUIREMENTS

PROJECT STREET ADDRESS: _____

PERMIT # _____

THIS CHECKLIST CAN BE USED AS A GUIDE WHEN REVIEWING PLANS FOR A MANUFACTURED HOME SET. THESE COMMENTS CAN BE CUT AND PASTED INTO YOUR ELECTRONIC DOCUMENT REVIEW.

NOTE: THIS IS TO BE USED AS A GUIDE AND NOT AS A COMPLETE COMPREHENSIVE LIST. ADDITIONAL ITEMS THAT ARE NOT INCLUDED ON THIS LIST MAY BE IDENTIFIED DURING THE REVIEW PROCESS.

General:

- _____ 1. If any sheets are sealed by an Arizona Registrant, the seal and signature must be legible, current and include the registrant's expiration date.
- _____ 2. Provide park approval or Homeowners Association approval. Approval is required prior to issuance of City Permit.
- _____ 3. Flood Plain Certification from Maricopa County Flood Control District is required for properties located within a designated flood zone. Contact Maricopa County Flood Control District at (602) 506-2939.

Site Plan:

- _____ 4. Provide a fully dimensioned site plan. Include lot dimensions, setbacks dimensions to all property lines, easements and location of electrical pedestal, a/c, propane tanks, etc. with dimensions to proposed Manufactured Home.
- _____ 5. Provide make, model, serial number and year of Manufactured home.
- _____ 6. Provide dimensions of Manufactured home.
- _____ 7. Indicate if the manufactured home is going to be set flush with the ground (ground set), or if it will be an above ground set. If above ground, show location and dimensions of the stairs (stairs cannot encroach into required parking area).
- _____ 8. Clearly label and dimension the required parking spaces. A minimum of (2) 9' X 18' unobstructed parking spaces are required behind the front setback with minimum of (1) covered parking for mobile home parks and two (2) covered for manufactured home subdivisions. Also identify driveway location and materials. Paved parking is required in manufactured home parks and subdivisions. Stairs may not encroach into parking area.
- _____ 9. Per State law, natural gas lines owned by the City of Mesa shall not be located underneath manufactured/mobile homes. The applicant shall be responsible for

obtaining a site plan with the gas approval stamp from the Energy Resource Department. You may contact our Energy Resource Dept. at 480-644-3513 to verify gas location. Provide a copy of your site plan identifying the location of the City of Mesa gas line and gas meter.

- _____ 10. A separate permit and approval is required from the State Office of Manufactured Housing for installation and setup. You can contact them at 602-771-1000.
- _____ 11. If an awning is being installed with the Manufactured home, provide the ICC# and show the dimensions and the location of the awning on the site plan.
- _____ 12. Provide dimensions from the awning post to the property lines and the dimensions from the edge of the awning to property lines.
- _____ 13. If any other accessory structures are going to be placed/built at the same time as the house set, please provide necessary construction documents with this submittal.