



1. All awnings must have engineering or have the ICC number listed on site plan. The ICC number is not required for R&R (remove & replace) awnings. Applicant should note if removing and replacing (R&R). Identify if the awning is “attached” or “detached”.
2. Provide year, make, model, and size of the manufactured home.
3. Show dimensions from all property sides, starting at the property line to the nearest wall of the manufactured home and/or awning post(s).
4. Show parking location. A minimum of two (2) 9’x18’ unobstructed parking spaces required behind front setback with minimum of one (1) covered parking space for manufactured home parks and two (2) covered spaces for subdivisions. The parking area must be paved with either 2” of asphalt or 4” of concrete.
5. Identify electric pedestal, gas meter, AC unit, LP tanks, etc. location(s).
6. Indicate if the manufactured home is going to be ground set (flush with the ground) or above ground set. If above ground, show location and dimensions of the stairs (stairs cannot encroach into parking area).
7. If the home is being set within a Manufactured Home Park, approval by the park manager will be required on the site plan. Or provide a letter of authorization from the park.
8. Natural gas lines owned by the City of Mesa shall not be located underneath manufactured homes. The applicant shall be responsible for obtaining a site plan with gas approval stamp from our [Energy Resources Department](#). To request approval from Energy Resources, email your site plan with gas line and gas meter location to gasclearances@mesaaz.gov and they will verify gas location, stamp your site plan, and email it back.
9. Any property located within a Flood Plain must obtain [Maricopa County Flood Control District](#) approval **prior to submitting to the City of Mesa**. Contact Maricopa County Flood Control District at 602-506-2939. Are you in a flood area? Check [flood maps](#).
10. Arizona Department of Housing - Manufactured Housing & Building Division requires a permit and approval for installation and setup. Contact the State by phone at 602-771-1000 or website: <https://housing.az.gov/>