



**CITY OF BULLHEAD CITY**  
**DEVELOPMENT SERVICES**  
**2355 TRANE RD**  
**BULLHEAD CITY, AZ 86442**  
ZONING 928-763-0123 BUILDING 928-763-0124

**FACTORY BUILT BUILDING INSTALLATION PERMIT APPLICATION**

<b>OWNER INFORMATION</b>				
Name		Email Address		
Phone Number		Mailing Address: (Please include City, State, Zip Code)		
<b>INSTALLATION ADDRESS</b>				
Address		City	State <b>AZ</b>	Zip Code
<b>UNIT INFORMATION</b>				
Manufacturer	Serial Number	Mfg. Certificate Number	Size	Occupancy Type
<input type="checkbox"/> <b>Permanent</b> (Building installed for more than 6 months) <input type="checkbox"/> <b>Temporary</b> (Leased building installed for 6 months or less)				
<input type="checkbox"/> Fire Sprinkler System <input type="checkbox"/> N/A Local fire authority having jurisdiction: _____				
<input type="checkbox"/> Fire Alarm System <input type="checkbox"/> N/A Local fire authority having jurisdiction: _____				
<b>PROPERLY LICENSED ENTITY(S) PERFORMING WORK:</b>				
Company Name		Email Address		
License Number	License Classification	Phone Number		
Address (Please include City, State, Zip Code)				
<b>To add additional Installers and/or Contractors, please use Subcontractor Supplement Form</b>				
<b>DEALER INFORMATION</b>				
Company Name		Email Address		
License Number	License Classification	Phone Number		
Address (Please include City, State, Zip Code)				
<b>PERMIT PURCHASER INFORMATION</b>				
Applicant Name			Date	
Email Address				
<b>THIS SECTION IS FOR OFFICE USE ONLY</b>				
Permit Number:		Issue Date:		
		Plan Approval #:		

**It is the permit holder's responsibility to call for all required inspections: 928-763-0172**



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**SUBCONTRACTOR SUPPLEMENT FORM**

Please list all licensed subcontractors associated with the installation / accessory structures of the factory built-building /single family factory built-building (electrical, plumbing etc.).

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

License Number \_\_\_\_\_ License Classification \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Check work being performed ☐ ELECTRIC ☐ PLUMBING ☐ GAS ☐ MECHANICAL

☐ ACCESSORY STRUCTURE \_\_\_\_\_

☐ OTHER \_\_\_\_\_

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

License Number \_\_\_\_\_ License Classification \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Check work being performed ☐ ELECTRIC ☐ PLUMBING ☐ GAS ☐ MECHANICAL

☐ ACCESSORY STRUCTURE \_\_\_\_\_

☐ OTHER \_\_\_\_\_

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

License Number \_\_\_\_\_ License Classification \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Check work being performed ☐ ELECTRIC ☐ PLUMBING ☐ GAS ☐ MECHANICAL

☐ ACCESSORY STRUCTURE \_\_\_\_\_

☐ OTHER \_\_\_\_\_

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

License Number \_\_\_\_\_ License Classification \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Check work being performed ☐ ELECTRIC ☐ PLUMBING ☐ GAS ☐ MECHANICAL

☐ ACCESSORY STRUCTURE \_\_\_\_\_

☐ OTHER \_\_\_\_\_

**It is the permit holder's responsibility to call for all required inspections: 928-763-0172**

**THIS SECTION IS FOR OFFICE USE ONLY**

Permit Number: \_\_\_\_\_

Note/Comment: \_\_\_\_\_



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PLANNING 928-763-0123 BUILDING 928-763-0124**

**REQUIRED SIGNATURES PAGE FOR:  
MANUFACTURED HOME, FACTORY BUILT BUILDING AND SPECIAL EVENT  
INSTALLATIONS**

**APPLICANT NAME:**  
**OWNER NAME:**  
**INSTALLATION**  
**ADDRESS:**

	<b>CITY LOG#:</b>
	<b>CITY PERMIT#:</b>

Check  
One

☐

MANUFACTURED HOME

☐

FACTORY BUILT BUILDING -  
RESIDENTIAL

☐

FACTORY BUILT BUILDING -  
COMMERCIAL

☐

FACTORY BUILT BUILDING -  
SPECIAL EVENT

**Per ARS 9-495. Employees providing assistance; identification; communication:**

A. In any written communication between a city or town and a person, the city or town shall provide the name, telephone number and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following:

1. Demands payment of a tax, fee, penalty, fine or assessment.
  2. Denies an application for a permit or license that is issued by the city or town.
  3. Requests corrections, revisions or additional information or materials needed for approval of any application for a permit, license or other authorization that is issued by the city or town.
- B. An employee who is authorized and able to provide information about any communication that is described in subsection A of this section shall reply within five business days after the city or town receives that communication.

**Per ARS 9-834. Prohibited acts by municipalities and employees; enforcement; notice:**

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that Person's rights.

E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.

F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.

G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

H. A municipality shall prominently print the provisions of subsections A, B, C, D, E, F and G of this section on all license applications.

I. The licensing application may be in either print or electronic format.

**Warning - Plans Control:**

Once submitted to the City for review, permits and their associated construction documents are considered to belong to the property owner, as recorded with Mohave County at the time of application and permit issuance, regardless of who is listed on this application as the owner, tenant, applicant, technical registrant or contractor and regardless of who paid the associated fees to the City. The City will not determine between competing interests who has legal right to the permit and associated construction documents.

**Licensing Timelines:**

Overall timeline for application review is 60 working days consisting of: Up 15 working days for administrative review for application completeness. Up to 45 working days for substantive review of the application. (see "Building and Zoning Permits" guide for complete details) An applicant may receive clarification of the City's interpretation or application of a statute, ordinance code or policy statement impacting the application.

**Acknowledgement:**

I hereby acknowledge that the information I have provided is correct and I agree to comply with all State, County and City laws and ordinances regulating construction, and that I will advise all interested parties under this application of the licensing and plans control provisions above. I also acknowledge I am aware of CC&R's in general; that the City is not responsible for reviewing compliance with any CC&R's that apply to the project; and that in my opinion no CC&R exists or applies or has been or will be complied with. I understand and agree the City of Bullhead City has no obligation to explain every requirement and ordinance to me prior to approval of my project. I also acknowledge by signing this application I authorize any City of Bullhead City personnel access to the property at all reasonable times to ascertain relevant information, including the current condition of the property, and perform any and all inspections. The issuance of a permit based on plans, specifications and other data shall not prevent the building official from thereafter requiring the correction of errors in said plans, specifications and other data, or preventing building operations when in violation of this code or of any State, County or City laws, rules or regulations.

**Required Signatures:**

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**Owner / Agent:**

**Date:**

**Applicant:**

**Date:**

By signing as 'Agent' I am signing on behalf of the owner and I have the owner's permission and authority to do so.

OFFICE USE ONLY				
DESCRIPTION	IGA FEE	STORIES	LF	FEE TOTAL
MH - MANUFACTURED HOME INSTALLATION	\$700.00 EACH			
FBB - RESIDENTIAL INSTALLATION	\$650.00 PER STORY			
FBB - COMMERCIAL INSTALLATION	\$7.00 PER LF, PER STORY			
FBB - CLASSROOM INSTALLATION	\$4.00 PER LF, PER STORY			
FBB - SPECIAL EVENT INSTALLATION	\$370.00 EACH			
INSTALLATION REINSPECTION OR ADDITIONAL INSPECTION NOT COVERED BY PERMIT	\$185.00 EACH			
EXTENSION - 6 MONTHS MH & FBB	\$150.00 EACH			
			<b>TOTAL DUE:</b>	

	<b>Reviewed By:</b>	<b>Date:</b>
Submittal		
Approval		

Eff 07/01/2025