



# CITY OF BULLHEAD CITY SINGLE FAMILY FACTORY-BUILT BUILDING

This list has been compiled in order to outline the most common type of Residential Factory-Built Building submittals. All requirements for a specific project type may not be listed. It is the applicant's responsibility to verify specific conditions of approval. Failure to submit a complete application, as outlined below, may cause unnecessary delays in the processing of your permit. For additional information please contact Planning & Zoning staff at (928) 763-0123.

"Factory-Built Building (FBB)" means a residential or nonresidential building including a dwelling unit or habitable room thereof which is either wholly or in substantial part manufactured at an off-site location to be assembled on-site, except that it does not include a manufactured home, recreational vehicle or mobile home as defined by Arizona Statute.

The installation of a Factory-Built dwelling is limited to zoning districts R1FB and R1MH. Contact Planning staff at 928-763-0123 to confirm zoning district prior to submittal.

## **GENERAL REQUIREMENTS FOR SUBMITTAL:**

The applicant is responsible for coordinating with the Arizona Department of Housing (ADOH) for their plan review process.

Phone: 602-771-1000

Website: <https://housing.az.gov/manufactured-housing/factory-built-buildings>

This is our understanding of their process:

- The FBB manufacturer submits a set of plans to ADOH for plan review. This review approval is for the building manufacture only. Once approved the plans are stamped in red by the ADOH and assigned an **F#** number.
- For each site specific installation the Developer then submits the F# set of plans to the local jurisdiction (City) along with a site-specific application, site plan and any other items required locally.
  - ADOH FBB application - for the FBB ADOH Installation permit.
  - City Standard permit application – for the FBB City Zoning Clearance and Electric permits.
  - One (1) 8 ½ x 11 site plan.
  - One (1) copy of the ADOH stamped F# plans.
  - One (1) copy of the dealer sales contract if accessory structures are included in contract.
  - One (1) copy of septic tank permit and well permit with site plans (if applicable).

- The City reviews the site plan and F# plans for Zoning compliance. Once approved, the City will provide the Developer with an approved site plan and a Zoning acceptance letter that includes the FEMA flood zone for the specific site.
- If the lot or space is in a FEMA designated flood zone other than X or X(Shaded) additional installation documentation will be required.
- The Developer then submits to the ADOH a complete plan set of plans for review along with the City's approval documents. This complete plan set is site specific and includes the F# plans, site plan, foundation plan, attached accessory structures plans, etc. Once approved the plans are stamped in red by the ADOH and assigned a **D-FD#** number. This approval is for the site-specific installation.
- The Developer then resubmits to the City two copies of the color stamped approved D-FD# site specific plans to the City for final review.
- Once approved the permits are prepared for issuance.

**A separate City permit is required for all detached accessory structures not included on ADOH permit.**

## **SITE PLAN:**

- Identification of survey monuments at all property corners along with exact property dimensions.
- Dimensions and locations of all existing and proposed structures and distance from property lines. Include all accessory structures such as fences, retaining walls, swimming pools, driveways, etc.

- Required setbacks from all property lines to structures.
- Location of public utility easements or drainage easements.
- Locations of all utilities including electric, gas, water, sewer / septic systems.
- Location of storage area or garage.
- Location of driveway.
- Elevations at property pins, slopes and finished floor.

**ADDITIONAL REQUIREMENTS:**

- The Arizona Department of Housing (ADOH) requires an FBB Installation permit. Accessory structures such as attached awnings, decks and garages included in the dealer’s sales contract, are to be included on the State permit. The City has entered into an agreement with the ADOH to administer their program within the City limits.
- If dwellings do not include the provision of an enclosed garage, then enclosed storage, attached or detached, of a minimum of ten percent of the livable floor area shall be provided as an accessory use to such dwelling. Storage containers shall not be used for this or any other purpose,
- There are fees required for the permits that may include permit, plan review, water resource, sewer application and sewer tap fees, etc.
- Accessory structures such as room additions, awnings, decks, carports, etc. not included on the State permit require separate permits from the City. Additional permits may be required for other associated work such as grading, driveway approaches, retaining walls, flood plain, etc. Please contact the Building Division at (928) 763-0124 for more information.
- All Factory-Built Building projects shall comply with setback, lot coverage, building separation, and easement requirements.
- Street or space address numbers shall be placed on the building and be visible from the street, a minimum of three inches in height.
- The survey monuments for all property corners shall be in place and maintained for inspection purposes during the effective term of the permit.

**INSPECTIONS AND CERTIFICATE OF OCCUPANCY:**

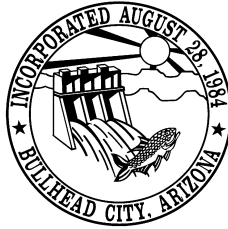
- Evidence that termite pre-treatment service or treatment has been completed shall be submitted prior to issuance of the Certificate of Occupancy.
- All Factory-Built Building home projects shall comply with the Arizona Department of Housing (ADOH) Installation permit requirements.

- The applicant has 90 days from permit issuance to call for an inspection of the address numbers and factory-built building location (setbacks). Inspection request line (928) 763-0172.
- The applicant has 180 days from permit issuance to complete the process including the final State inspection, driveway, termite certificate, etc. and request a final inspection by the City to obtain the ADOH Certificate of Occupancy and City Certificate of Compliance.
- Permit extension requests must be received by the City in writing prior to the expiration date. A permit extension fee may be applicable.

**PERMIT INFORMATION:**

- A twenty-four (24) hour inspection request line is available, call (928) 763-0172.
- The permit inspection card must be posted on the construction site at all times.
- The approved plans must be on the job site for all requested inspections.
- The survey monuments for all property corners shall be in place and maintained for inspection purposes during the effective term of the permit.
- Prior to digging call Arizona 811; in AZ dial 811, out of state 1-800-STAKE-IT (1-800-782-5348)
- Temporary restroom facilities and a minimum three cubic yard trash receptacle are required.
- For specific Planning & Zoning codes, Engineering codes, Building codes and local code amendments, along with plan submittal requirements applicable to various project types, review our informational handouts under Departments and the City’s Municipal Code at [www.bullheadcityaz.gov](http://www.bullheadcityaz.gov).

**CITY OF BULLHEAD CITY**  
DEVELOPMENT SERVICES  
2355 TRANE ROAD  
BULLHEAD CITY, AZ 86442  
Office: 928-763-0124  
Fax: 928-763-0131



## PERMIT APPLICATION

LOG NUMBER: \_\_\_\_\_

PERMIT NUMBER: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

Project Description: \_\_\_\_\_ Project Valuation: \$ \_\_\_\_\_

### LEGAL DESCRIPTON:

A.P.N: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Subdivision: \_\_\_\_\_  
ASSESSOR PARCEL NUMBER

Tract: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Parcel: \_\_\_\_\_ M&B: SEC. \_\_\_\_\_, T \_\_\_\_\_ N, R \_\_\_\_\_ W

APPLICANT: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

#### Phone Numbers

(Home/Office): \_\_\_\_\_ Cell : \_\_\_\_\_ Fax : \_\_\_\_\_

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

### PROPERTY

OWNER: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

#### Phone Numbers

(Home/Office): \_\_\_\_\_

Cell : \_\_\_\_\_ Fax : \_\_\_\_\_

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

### OFFICE USE ONLY

#### PROPERTY OWNER INFORMATION PER MOHAVE COUNTY

Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

New Owner / Sale Date: \_\_\_\_\_

TENANT: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

#### Phone Numbers

(Home/Office): \_\_\_\_\_ Cell : \_\_\_\_\_ Fax : \_\_\_\_\_

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

OWNER BUILDER: (requires completion of the "Declaration of Intent" form)

-OR-

CONTRACTOR: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Phone Numbers**

(Home/Office): \_\_\_\_\_ Cell : \_\_\_\_\_ Fax : \_\_\_\_\_

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

Arizona State Contractors License Number: \_\_\_\_\_

Arizona Transaction Privilege Number: \_\_\_\_\_

City of Bullhead City Business License Number: \_\_\_\_\_

**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 contactor 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.

\_\_\_\_\_  
**Owner/Agent Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**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**

Census: _____			
Square Footages: _____			
Type of Construction: _____	Occupancy Classification: _____	Occupant Load: _____	Flood Zone: _____
Pre-Paid Amount: _____	Paid By: _____	Receipt # : _____	
Valuation: _____	Permit Fee: _____	Plan Review: _____	
Sewer Capacity Fee: _____	Water Resource Fee: _____	Eng. Plan Rev: _____	
Zoning: _____	Lot Size: _____	Lot Coverage: _____	
Minimum Setbacks: Front: _____	Side: _____	Street Side: _____	Rear: _____
Easements: _____			
Comments: _____			

	REVIEWED BY <small>(STAFF INITIALS)</small>	DATE <small>(MM/DD/YY)</small>
SUBMITTAL		
P&Z		
BLDG.		
ENG.		
APPROVAL		
TYPED		



**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**



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

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

<b>APPLICANT NAME:</b>		<b>CITY LOG#:</b>	
<b>OWNER NAME:</b>		<b>CITY PERMIT#:</b>	
<b>INSTALLATION ADDRESS:</b>			

Check One

<input type="checkbox"/> MANUFACTURED HOME	<input type="checkbox"/> FACTORY BUILT BUILDING - RESIDENTIAL	<input type="checkbox"/> FACTORY BUILT BUILDING - COMMERCIAL	<input type="checkbox"/> FACTORY BUILT BUILDING - SPECIAL EVENT
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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

**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 to 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.

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.

**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.

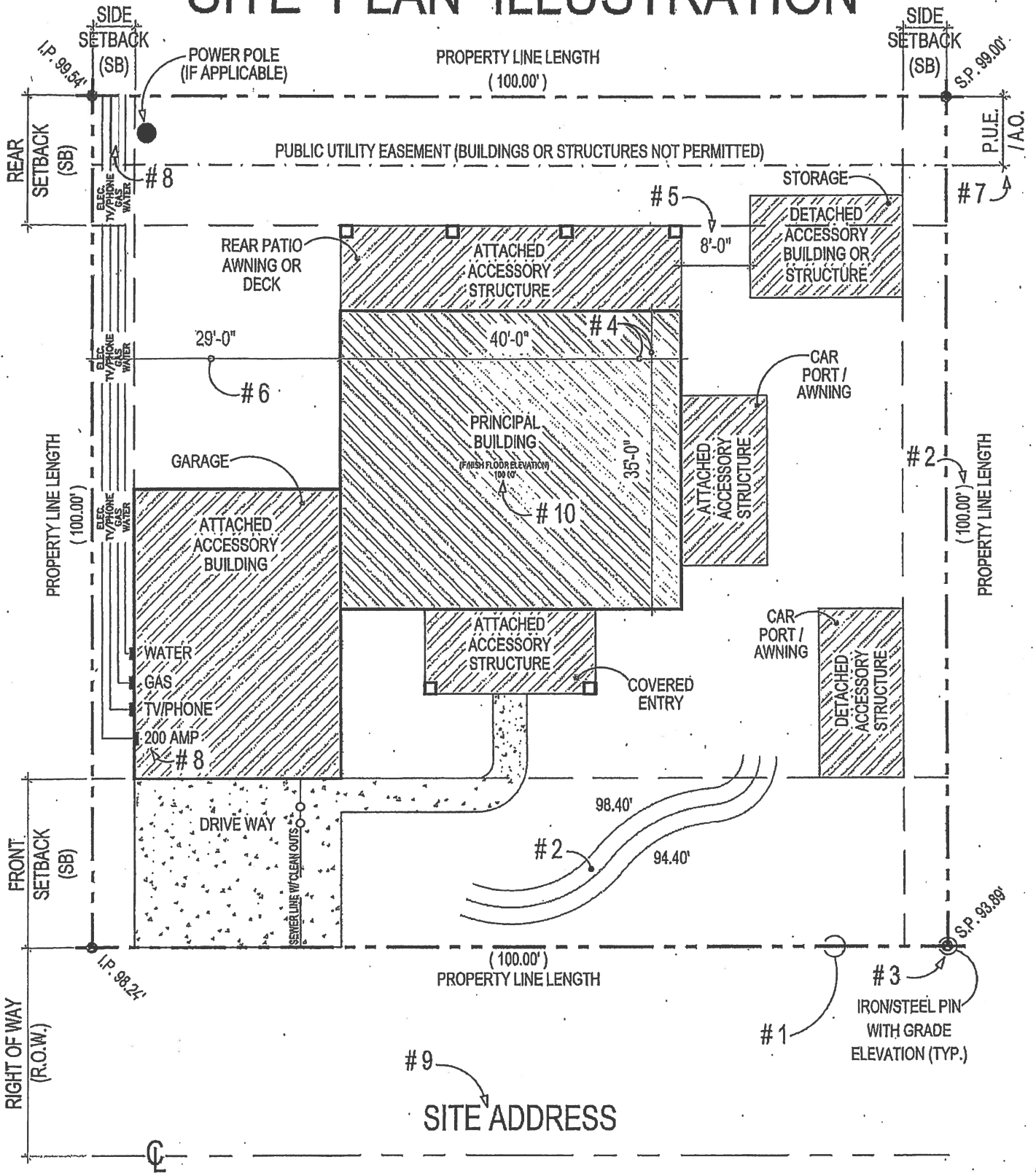
OFFICE USE ONLY				
DESCRIPTION	IGA FEE	STORIES	LF	FEE TOTAL
MH - MANUFACTURED HOME INSTALLATION	\$700.00 EACH			
FBB - RESIDENTIAL INSTALLATION	\$650.00 PER STORY			
FBB - COMMERCIAL INSTALLATION	\$7.00 PER LF, PER STORY			
FBB - CLASSROOM INSTALLATION	\$4.00 PER LF, PER STORY			
INSTALLATION REINSPECTION 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>
<b>Submittal</b>		
<b>Approval</b>		

Eff 07/01/2025



# SITE PLAN ILLUSTRATION



SITE PLAN

SCALE: \_\_\_\_\_

GENERAL NOTES & REQUIREMENTS ON THE BACK OF THIS EXAMPLE

# THE CITY OF BULLHEAD CITY DEVELOPMENT SERVICES DEPARTMENT

## SITE PLAN CHECKLIST

ALL PERMITS APPLICATIONS WILL REQUIRE THE FOLLOWING INFORMATION PROVIDED ON TWO 8.5" X 11" SITE PLANS

- \_\_\_\_\_ 1. SHOW THE COMPLETE OUTLINE OR SHAPE OF THE SUBJECT PROPERTY TO BE PERMITTED.
- \_\_\_\_\_ 2. SHOW ALL PROPERTY LINE LENGTHS IN RESPECT TO THE OUTLINE OF THE PROPERTY.
- \_\_\_\_\_ 3. SHOW THE LOCATION, ELIVATIONS AND TYPE OF PROPERTY PINS (SEE ILLUSTRATION): THE CITY MAY REQUIRE A SURVEYORS CERTIFICATION OF THE PROPERTY.
- \_\_\_\_\_ 4. SHOW THE LOCATION AND DIMENSIONS OF ALL EXISTING AND PROPOSED STRUCTURES ON THE SUBJECT PROPERTY, INCLUDING THE SQUARE FOOTAGE COUNTS FOR EACH STRUCTURE/USE ON THE PROPERTY (BOTH HORIZONTAL & VERTICAL).
- \_\_\_\_\_ 5. SHOW THE DISTANCES OF ALL STRUCTURES FROM EACH OTHER (BOTH HORIZONTAL & VERTICAL).
- \_\_\_\_\_ 6. SHOW THE DISTANCES OF ALL STRUCTURES FROM THE PROPERTY LINES OF THE SUBJECT PROPERTY (BOTH HORIZONTAL & VERTICAL).
- \_\_\_\_\_ 7. SHOW THE LOCATION AND DIMENSIONS OF ANY EASEMENT(S) ON THE SUBJECT PROPERTY.
- \_\_\_\_\_ 8. SHOW THE ORIGIN AND TERMINATION OF ALL UTILITIES ON THE PROPERTY.
- \_\_\_\_\_ 9. SHOW THE NAME(S) OF STREET(S) ADJACENT TO THE PROPERTY.
- \_\_\_\_\_ 10. SHOW ALL GRADE ELIVATIONS AT THE PROPERTY PINS, THE FINISH FLOOR ELEVATION(S) FOR ALL STRUCTURES INCLUDING ALL MAJOR (3' +/-) GRADE CHANGES AND/OR SLOPES BY LABLING THE TOP AND TOE OF EACH.

**FACTORY BUILT BUILDING  
RESIDENTIAL AND COMMERCIAL  
FEE CALCULATION WORKSHEET  
ESTIMATE\***

Address: \_\_\_\_\_

Log No.: \_\_\_\_\_ - \_\_\_\_\_

	Fees	Information
<b>Factory Built Building Zoning Clearance</b>	\$115.00 <b>OR</b> \$281.75	<u>WITHOUT</u> attached accessory structures  <u>WITH</u> attached accessory structures.
<b>+ Underground Electrical up to 200amps (if applicable)</b>	\$101.41	\$61.46 permit \$39.95 plan review
<b>+ Building Permits (if applicable) Detached Accessory Structures: Deck/Ramp, Awning, Etc.</b>	Varies	-Fees vary based on type and size of structures. Contact the City's Building division for permit and fee information at 928-763-0124. -Attached accessory structures included on dealer's contract are to be included on ADOH AZ State permit.
<b>+ Engineering Review (if applicable) Off-Site Improvements On-Site Retention, Etc.</b>	\$325.00 per page	-Fees vary based on the number of Civil pages reviewed. Fee includes Engineering permit and inspections.
<b>+ Water Resource Fee (if applicable) See separate forms: Drainage Fixture Unit REU Water Resources Fee Calculation</b>	Contract Area <u>BHC</u> <u>MWCD</u> \$449 or \$1,581.00 Per acre foot Or Per unit for SFD and MF projects	-Effective 02/15/2015 until further notice. -Based on contract area: Bullhead City Contract Area or Mohave Water Conservation District (see map). -Estimated use to be determined by project engineer and approved by City engineer.
<b>+ Sewer fees (if applicable)</b>	Application: \$40.00 Tap: \$150.00	-Effective 02/01/15 capacity fee has been suspended until further notice. \$4,304 -Fees may vary or may have been pre-paid. Contact the City's Finance Department for lot/space specific fee amounts at 928-763-9400. -If sewer is not available contact Mohave County Development Services at 928-758-0704 for septic tank permit and fee information.
<b>+ Flood Plain Permit (if applicable)</b>	\$120.00	-To determine if a lot/space is in a FEMA designated floodplain contact the City's Engineering division at 928-763-0128. -Owner is also responsible for hiring an AZ licensed registrant to set the finished floor elevation and complete the required FEMA forms.
<b>+ ADOH Installation Permit</b>	Commercial: \$7.00 per LF, per Story Classroom: \$4.00 per LF, per Story Residential: \$650.00 per Story	-The City also administers the Arizona Department of Housing (ADOH) Installation permit. Separate application and fees apply.
<b>= Total Fees</b>		

**Plan Review fees are due at submittal**

\*Fees quoted are based on the City's adopted Comprehensive Fee Schedule which is available at [www.bullheadcity.com](http://www.bullheadcity.com). All fees quoted are estimates based on information provided. Final fees, including those for any additional permits required (grading, retaining walls, fences, etc.), will be calculated during the plan review process.

**A3.40.021.02 – Valuation Fees**

\$1.00 - \$500.00	\$21.68
\$501.00 - \$2,000.00	\$21.68 1st \$500.00, plus \$2.90 per \$100.00 or fraction of, up to and including \$2,000
\$2,001.00 - \$25,000.00	\$65.18 1st \$2,000.00, plus \$13.02 per \$1,000.00 or fraction of, up to and including \$25,000
\$25,001.00 - \$50,000.00	\$364.64 1st \$25,000.00, plus \$9.39 per \$1,000.00 or fraction of, up to and including \$50,000
\$50,001.00 - \$100,000.00	\$599.39 1st \$50,000.00, plus \$6.48 per \$1,000.00 or fraction of, up to and including \$100,000
\$100,001.00 - \$500,000.00	\$923.39 1st \$100,000.00, plus \$5.04 per \$1,000.00 or fraction of, up to and including \$500,000
\$500,001.00 - \$1,000,000.00	\$2,939.39 1st \$500,000.00, plus \$4.34 per \$1,000.00 or fraction of, up to and including \$1,000,000
\$1,000,000.00 and up.	\$5,109.39 1st \$1,000,000.00, plus \$2.89 Per \$1,000.00 or fraction of.

**A3.40.021.03 - Inspection Fees**

Outside normal business hours	\$50.00 per hour*
Re-inspection	\$50.00 per hour*
Inspection for which no fee is specifically indicated	\$50.00 per hour*
Additional plan review required by changes, etc. to approved plans	\$50.00 per hour*
Laboratory testing	\$20.40 per hour, minimum 3 samples

\*Or the total hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

**A3.40.021.04 – Plan Review Fees**

Commercial / Multi-Family Residential	65% (sixty-five percent) of building permit fee
One and Two Family Residential	65% (sixty-five percent) of building permit fee
Residential Standard plans: Submittal of standard plan	75% (seventy-five percent) of building permit fee
Each additional site-specific submittal for site review and administrative costs	50% (fifty percent) of building permit fee
Secondary changes of standard plan	\$50.00 per hour plan review fee (min. one hour)
Medical Marijuana: Dispensary, Infusion Facility, Cultivation Facility, etc.	90% (ninety percent) of building permit fee
All other submittals	65% (sixty-five percent) of building permit fee

**FEE SCHEDULE FOR 2027 FISCAL YEAR**

**FEES ARE EFFECTIVE JULY 1, 2026 through JUNE 30, 2027**

Fees charged by the Department are not included in Rule and are exempt from the State Rule procedures (Arizona Revised Statutes § 41-4010(C)).

<b>LICENSING FEES</b>				
	<b>Class</b>	<b>Class Description</b>	<b>New License</b>	<b>Renewal License</b>
<b>MANUFACTURER</b>	<b>M-9A</b>	Manufacturer of Factory-Built Buildings (FBBs)	\$ 1,375.00	\$ 687.50
	<b>M-9C</b>	Manufacturer of Manufactured Homes	\$ 1,375.00	\$ 687.50
	<b>M-9E</b>	Master, includes license scopes of M-9A and M-9C	\$ 2,500.00	\$ 1,250.00
<b>RETAILER/ DEALER/ BROKER</b>	<b>D-8</b>	Retailer of Mobile Homes and Manufactured Homes	\$ 950.00	\$ 475.00
	<b>D-8B</b>	Broker of Mobile Homes and Manufactured Homes	\$ 762.00	\$ 381.00
	<b>D-10</b>	Retailer of FBBs	\$ 950.00	\$ 475.00
	<b>D-12</b>	Master, includes license scopes of D-8, D-8B, and D-10	\$ 2,000.00	\$ 1,000.00
<b>INSTALLER</b>	<b>I-10C</b>	General Installer	\$ 950.00	\$ 475.00
	<b>I-10D</b>	Installer of Attached Accessory Structures	\$ 762.00	\$ 381.00
	<b>I-10G</b>	Master, includes license scopes of I-10C and I-10D	\$ 1,850.00	\$ 925.00
<b>SALESPERSON</b>	<b>NA</b>	Employee/Agent of a licensed Retailer/Dealer/Broker	\$ 370.00	\$ 185.00

<b>PLAN FEES</b>	
<b>DESCRIPTION</b>	<b>FEE</b>
<b>Application Submittal and Plan Review</b>	\$ 700.00 <i>Includes up to 2 hours of plan review time <u>or</u> 1 hour of pre-review time and 1 hour of review time</i>
<b>Plan Review</b>	\$ 125.00 hour <i>Each additional hour</i>

<b>MOBILE HOME LANDLORD TENANT PETITION</b>	
<b>DESCRIPTION</b>	<b>FEE</b>
<b>Complaint</b> A landlord or a tenant of a Mobile Home Park may file a complaint administratively through the Department to obtain a hearing at the Office of Administrative Hearings on alleged violations of the Arizona Mobile Home Landlord and Tenant Act.	\$ 50.00

<b>INSTALLATION TRAINING</b>	
<b>DESCRIPTION</b>	<b>FEE</b>
<b>Installation Training</b> MHBD Installer: Qualifying Party or Corporate Officer	\$ 100.00

<b>PERMIT FEES</b>	
<b>DESCRIPTION</b>	<b>PERMIT FEE</b>
Mobile/Manufactured Home	\$ 700.00 each <i>Includes 3 Inspections</i>
FBB – residential	\$ 650.00 per story <i>Includes 3 Inspections</i>
FBB – commercial	\$ 7.00/LF per story <i>Includes 3 Inspections</i>
FBB – classroom	\$ 4.00/LF per story <i>Includes 3 Inspections</i>
6 Month Extension on Permit (Mobile/Manufactured Home and FBB)	\$ 150.00 each
FBB Special Use	\$ 370.00 each <i>Includes 1 Inspection</i>
Rehabilitation – Mobile Home	\$ 49.00 if income below Area Median Income (AMI); \$306.00 if income at or above AMI <i>Includes 2 Inspections</i>

<b>INSPECTION FEES</b>	
<b>DESCRIPTION</b>	<b>FEE</b>
Installation re-inspection or additional inspection not covered by permit (Mobile/Manufactured Home, FBB, Rehabilitation, and Special Use)	\$ 185.00 each
HUD Manufacturer in-plant inspection FBB Manufacturer in-plant inspection	\$ 150.00 per hour
No Cancel by 7:30 a.m. of scheduled inspection	\$ 185.00 each

<b>CERTIFICATE (INSIGNIA) FEES</b>	
<b>DESCRIPTION</b>	<b>FEE</b>
Modular Manufacturer Certificate	\$ 90.00 each
Reconstruction Certificate	\$ 90.00 each
HUD Label	\$125.00 each

<b>ADMINISTRATIVE FUNCTION FEES</b>	
<b>DESCRIPTION</b>	<b>FEE</b>
Change on installation permit	\$ 10.00 per item
Change name of license	\$ 10.00 each
Change license location	\$ 10.00 each
Change license telephone number	\$ 10.00 each
Add or delete branch location	\$ 10.00 each
Reinstate bond	\$ 10.00 each
Change status of license to inactive	\$ 10.00 each
Process returned check	\$ 50.00 each
All refunds are subject to a fee of	\$ 59.00 each
Copies	\$ .50 each