

## TOWN OF EAGAR

### MANUFACTURED HOME SET UP

#### DEFINITIONS

A “**manufactured home**” is considered to be a home manufactured after June 15, 1976 originally bearing an appropriate insignia of approval issued by the United States department of housing and urban development. This type of home is generally identified with a **RED** label affixed to the end opposite the tongue of each section of the home. This type of home is distinct in that it generally has a permanent metal frame that supports the structure and the same metal frame is supported to the ground by various arrangements of piers. Although other support points other than the metal frame may be incorporated, they will not support the majority of the structure.

A “**factory built home**” or a “**modular home**” is generally identified with a blue label affixed to the end of the home. This type of home is distinct in that it generally does NOT have a metal frame that supports the structure after installation. This type of home generally will be installed on an independent foundation of a conventional construction type. This foundation will be the main support of the structure.

#### REQUIRED INFORMATION DURING SUBMITTAL OF APPLICATION

- **PLOT PLAN**

A drawing showing the location of your manufactured home on the property with the dimensions from the property lines and showing any outbuildings on the property with dimensions from the property lines. Depict all current and proposed water, electric, gas, and sewer or septic.

- **VALUATION and SIZE**

The valuation and size (dimensions and square footage) of the manufactured home is needed for statistical purposes. Also include the total number of rooms in the home along with the number of bedrooms and bathrooms. List the type of roof covering and what is used for exterior wall finish. (This information is used for statistical purposes.)

- **SEPTIC PERMIT**

A permit from Apache County for septic tank installation shall be required if you are not on the Town of Eagar’s sewer system.

#### UTILITIES

**Applications for utilities are the responsibility of the homeowner.** Applications for water and sewer can be obtained at Eagar Town Hall between 7:00AM and 5:30PM, Monday thru Thursday. Electrical and/or propane services may be arranged with outside utility entities. New electrical service lines must be underground in accordance with Eagar Town Ordinance 2021-04.

#### ADDITIONS TO YOUR HOME

The attachment of accessory structures such as wood awnings, carports, garages, porches or wood decks to the wall of a mobile/manufactured home can cause serious damage to the home if not properly supported. Any of the above structures must be self-standing or a stem wall type construction must be placed under the manufactured home wall along the attached structure area. The only exception is a method designed and approved by the manufacturer of the home. All additions to the home, not part of the original sales contract, will require a building permit.

#### IT IS THE RESPONSIBILITY OF THE APPLICANT TO SEE THAT ALL REQUIRED INSPECTIONS ARE COMPLETED, INCLUDING THE FINAL INSPECTION

**All installations must comply with the Office of Manufactured Housing codes, manufacturer’s specifications and applicable building codes. Inspections will be conducted in accordance with the Inspection Service Agreement (ISA) with the Arizona Department of Housing (ADOH) Office of Manufactured Housing.**

The Town of Eagar is partnered with the Arizona Department of Housing (ADOH) Office of Manufactured Housing in an Inspection Service Agreement (ISA). All mobile home, manufactured home, and factory-built building **PERMIT FEES shall be in accordance with ARS § 41-4010(C).**

All driveway and drainage **CULVERTS** in the public right-of-way **must be a minimum of 15 inches in diameter**. The Public Works Department may require additional applications based on the magnitude and scope of the right-of-way encroachment. **No rebar in concrete is permitted in the public right-of-way.** Contact the Public Works Department for more information specific to your area 928-333-4128 Ext 302.

# TOWN OF EAGAR

## APPLICATION FOR MANUFACTURED HOME SET UP

OWNER'S NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
PO BOX/STREET CITY STATE ZIP

PHONE # H-\_\_\_\_\_ W-\_\_\_\_\_

INSTALLER'S NAME: \_\_\_\_\_

**HOME SHALL BE INSTALLED BY LICENCED CONTRACTOR ONLY.**

MAILING ADDRESS: \_\_\_\_\_  
POBOX/STREET CITY STATE ZIP

PHONE #: \_\_\_\_\_ AZ CONTR. LIC. #: \_\_\_\_\_ CLASS \_\_\_\_\_

### LIST ALL SUB-CONTRACTORS:

|            |            |
|------------|------------|
| GRADING    | CONCRETE   |
| MASONRY    | CARPENTRY  |
| PLUMBING   | MECHANICAL |
| ELECTRICAL | ROOFING    |
| DRYWALL    | PAINTING   |

Size of Home: \_\_\_\_\_  
Total Square Feet: \_\_\_\_\_  
Year: \_\_\_\_\_  
Valuation: \$ \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_  
Number of Bathrooms: \_\_\_\_\_  
Total Number of Rooms: \_\_\_\_\_  
Finish Roof Material: \_\_\_\_\_  
Finish Siding Material: \_\_\_\_\_

WILL THERE BE ANY OTHER STUCTURES (attached or detached) PLACED ON THIS PROPERTY? YES NO  
A SEPARATE PERMIT WILL BE NEEDED FOR ANY CONSTRUCTION DONE IN ADDITION TO  
THE MANUFACTURED HOME. (I.E. - room addition, porch, storage room, garage, shop, etc.)

### PROPOSED USE:

\_\_DWELLING\_\_ BUSINESS \_\_ STORAGE \_\_ OTHER \_\_\_\_\_

### JOB SITE LOCATION: (\*GIVE AT LEAST ONE OF THREE)

\*STREET ADDRESS: \_\_\_\_\_

\*LEGAL DESCRIPTION: \_\_\_\_\_

\*PARCEL ID # (I.E.- 104-XX-XXX) \_\_\_\_\_

### UTILITIES SUPPLIED BY: (I.E.- TOWN, SEPTIC, WELL, POWERPLANT, PROPANE, L.N.G., ETC.)

WATER \_\_\_\_\_ SEWER \_\_\_\_\_ ELEC. \_\_\_\_\_ GAS \_\_\_\_\_

### **NOTE: THE METER LOOP WILL NOT BE GREEN TAGGED UNTIL AFTER THE FINAL INSPECTION IS COMPLETED.**

The Pioneer Irrigation Company Inc. discloses to the permit applicant that an existing irrigation ditch may cross near or on the property identified on this application that could potentially flow down stream or sub-irrigate onto said property. The Pioneer Irrigation Company Inc. recommends that the applicant take into consideration the potential water flow prior to making improvements to the property. The applicant understands that there may be an unrecorded prescriptive easement on their property. Applicant should contact the Pioneer Irrigation Company Inc., at 333-5604 to see if these ditches will affect the improvement of the property.

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

RETURN THIS APPLICATION ALONG WITH REQUIRED DRAWINGS TO THE BUILDING DEPARTMENT  
**AN INCOMPLETE APPLICATION MAY DELAY PROCESSING**

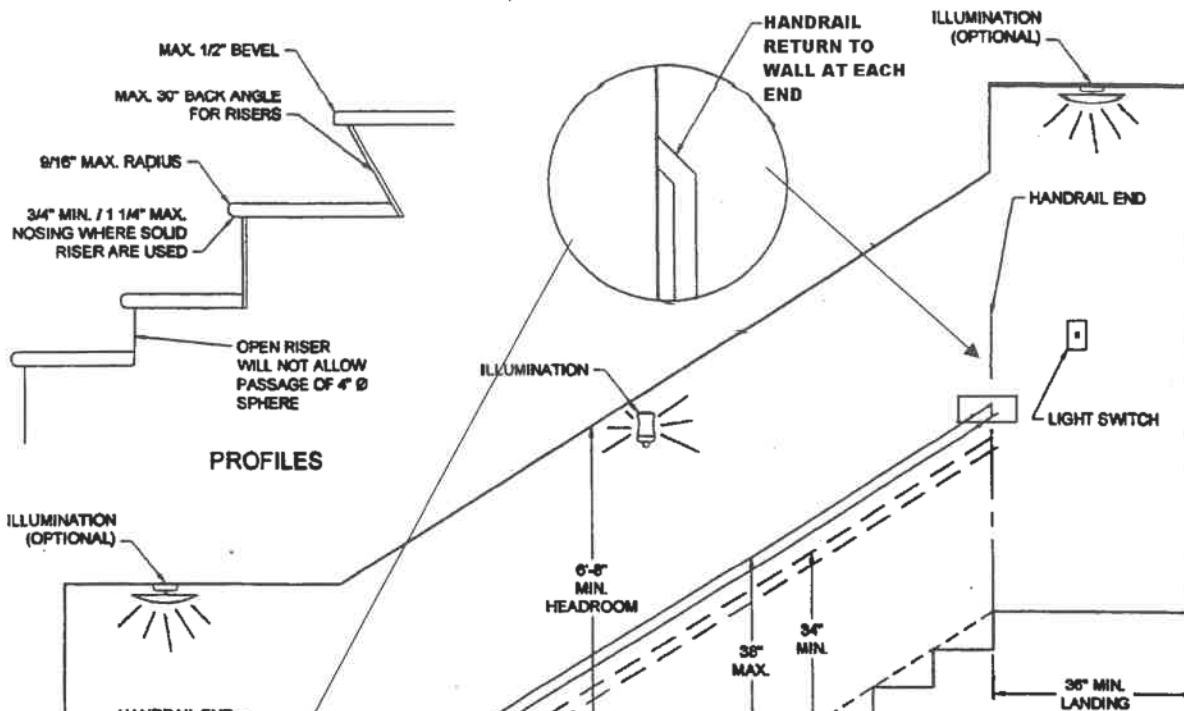
# **Landing Requirements**

## **R311.3 Floors and landings at exterior doors.**

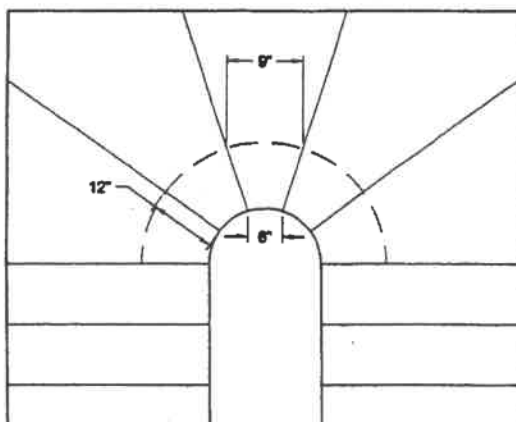
There shall be a landing or floor on each side of each exterior door. The width of the landing shall be not less than the width of the door served. Landings shall have a dimension of not less than 36 inches measured in the direction of travel. The slope at exterior landings shall not exceed  $\frac{1}{4}$  unit vertical in 12 units horizontal (2 percent).

**R311.3.1 Floor elevations at the required egress doors.** Landings or finished floors at the required egress door shall be not more than 1.5 inches lower than the top of the threshold.

**Exception:** The landing or floor on the exterior side shall be not more than 7  $\frac{3}{4}$  inches below the top of the threshold provided the door does not swing over the landing or floor.



**SECTION R312  
LANDINGS**



**WINDING STAIRS**

**SECTION R314  
STAIRWAYS**

## LANDINGS

- Landing min. 36in. deep x width of door or stair
- Floor or landing each side of exit doors and top and bottom of stair
- Door (interior stair only) may open at but not swing over step
- Floor or landing max. 1 1/2in. below door threshold
- Door (except screen door) may not open over landing (Exception: Interior doors where floor is same level on both sides)

## STAIRS

- Headroom min. 6ft.8in. (spiral 6ft.6in.)
- Illumination required for stairs and landings (one centrally located light is acceptable)
- Min. stair and landing width 36in.
- Max. riser height 8in., min. tread depth 9in.
- Riser or tread max. differential 3/8in.
- Winder tread min. 6in., develop 9in. at 12in. from inside
- Slope of tread max. 1:48 (2%)
- Concrete over wood steps: roll membrane up sides (between tread and side wall) w/ counterflashing

## HANDRAILS

- Grippable rail required if 2 or more risers

- Railing height min. 34in. and max. 38in

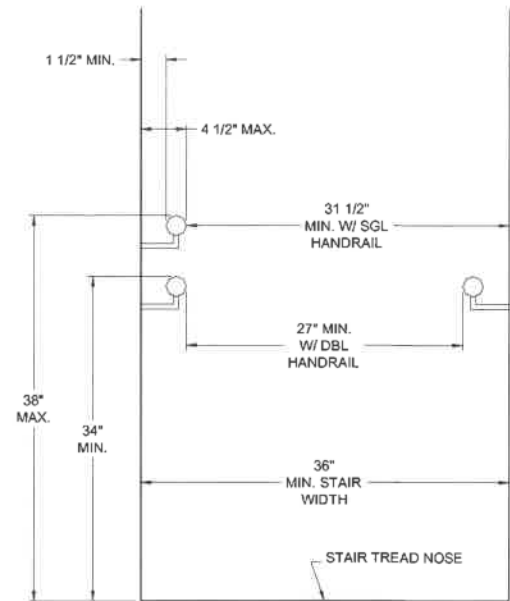
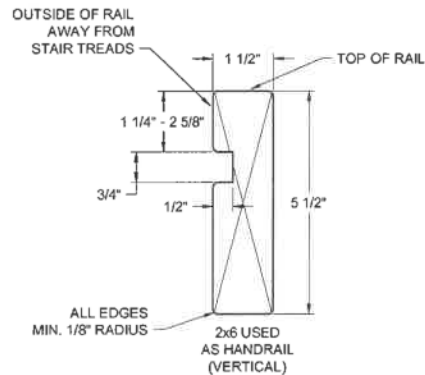
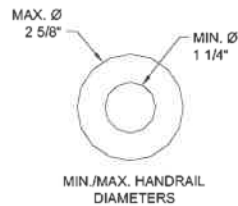
- Grip must be 1 1/4in. - 2 5/8in.

circular cross section

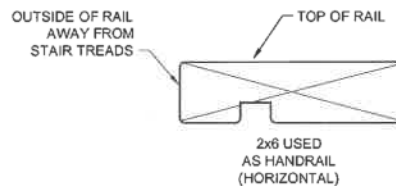
- Max. projection into stairway 4 1/2in.

- Ends shall return to wall or newel post

- No ladder effect



SECTION R315  
HANDRAILS

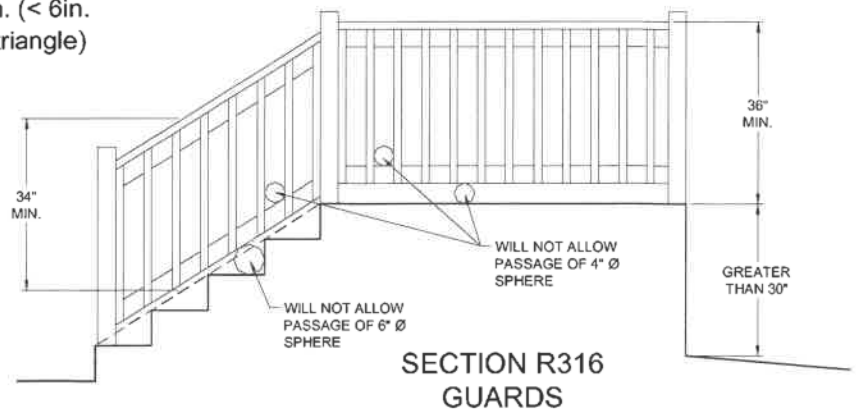


## GUARDS

- Required for all walkoff >30in. above floor or grade

- Min. height 36in. (34in. stair handrail)

- Max. opening size < 4in. (< 6in. opening at tread/riser/rail triangle)



SECTION R316  
GUARDS

## **Manufactured Homes**

### **Town of Eagar Roof Snow Load Policy**

**The Federal (HUD) roof snow load standard for the State of Arizona is 20 pounds per square foot. However, the Town of Eagar's snow load requirement exceeds the 20 psf Federal standard.**

**The Town of Eagar requires that manufactured homes constructed after January 1, 2009 meet the snow load of a minimum of 30 psf; or, a separate, approved, engineered roof structure that meets the roof snow load for the Town of Eagar must be installed over the manufactured home.**

**A manufactured home constructed before January 1, 2009 will be exempt from the snow load requirement as outlined above, provided that the dealer, installer, and the owner agree in writing to accept all risks associated with the installation of a manufactured home with a roof that does not meet the Town of Eagar roof snow load requirements.**

**A "RELEASE OF RESPONSIBILITY" form, provided by the Town of Eagar, must be filled out in its entirety and submitted along with the Application for a Manufactured Home Installation Permit. The completed form will be recorded with the Apache County Recorder's Office with the homeowner paying the recording fees.**

When recorded return to:  
Town of Eagar  
P.O. Box 1300  
Eagar, AZ 85925

**Manufactured Homes  
Built Prior to January 1, 2009**

**RELEASE OF RESPONSIBILITY**

Installer: \_\_\_\_\_ License Number: \_\_\_\_\_  
Unit Serial # \_\_\_\_\_  
HUD Label # \_\_\_\_\_  
AZ Insignia # \_\_\_\_\_  
Unit Roof Snow Load Rating: \_\_\_\_\_

Home Owner: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Parcel # \_\_\_\_\_

Required Snow Load for the Town of Eagar is 32 Pounds PSF

The Undersigned hereby releases the Town of Eagar of all responsibility associated with the installation of the Manufactured Home referenced above; said Manufactured Home does not meet the roof snow load requirements of the Town of Eagar.

\_\_\_\_\_  
Dealer authorized signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Installer authorized signature

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Homeowner signature(s)

\_\_\_\_\_  
Date

This completed form will be recorded with the Apache County Recorder's Office. The Homeowner will pay the recording fees.

#### H. Manufactured Home Placement.

1. Mobile homes as defined in this code (built prior to June 15, 1976) may not be moved into the Town of Eagar or from lot to lot in the Town of Eagar.

2. Manufactured homes, as defined by this code, twenty years and older may not be moved into the Town of Eagar or from lot to lot in the Town of Eagar.

3. Manufactured homes meeting the above guideline may be permitted; provided that it conforms to the following additional requirements:

a. Be adequately anchored and attached to a foundation providing for vertical loads, uplift and lateral forces. There shall also be a concrete masonry unit (CMU) skirting or other approved skirting material, the design review board shall approve such other material. In all installations the bottom of the lowest I-beam will be a minimum of six inches above the finished grade at any point and be in compliance with Eagar's floodplain damage prevention ordinance.

b. Have a minimum width of twenty feet.

c. Be covered with an external material customarily used on conventional dwelling such as composition board (T1-11) vinyl or aluminum siding;

Exception: Doors that only provide access to equipment closets such as those that contain water heaters and furnaces.

d. If a garage, carport or room addition is constructed, the external material and roofing shall be the same as the dwelling unit. Asphalt shingles, metal roofing or other acceptable material shall be used;

Exception: Doors that provide access for personal vehicles.

e. Have a roof pitch of not less than three-inch vertical rise for each twelve inches (3-12 pitch) of horizontal run and consisting of shingles or other material customarily used for conventional dwellings. Any nonconventional material shall be approved by the design review board.

f. Manufactured homes roof shall have a snow load rating of 30 PSF.

Exceptions: Manufactured homes built prior to January 1, 2009 may be exempt from the snow load requirements if the homeowner, installer and dealer sign a release of responsibility, releasing the Town of Eagar from any liability.

g. Manufactured homes with 3-12 pitch or greater in the roof, will have eaves of a minimum of four inches. Manufactured homes with Spanish-style architecture (a home built with a parapet wall at the termination of the roof) will be exempt from the eave requirements;

h. Porches/landings/decks (covered or uncovered) that meet the requirements of the current adopted building code of the Town of Eagar shall be constructed at each exterior door. These porches/landings/decks must be compatible with the dwellings in the area.

DOUGLAS A. DUCEY  
Governor



CAROL DITMORE  
Director

STATE OF ARIZONA  
DEPARTMENT OF HOUSING  
1110 WEST WASHINGTON, SUITE 280  
PHOENIX, ARIZONA 85007  
(602) 771-1000 WWW.AZHOUSING.GOV  
FAX: (602) 771-1002

## Installation Memorandum

*Effective June 11, 2018*

May 10, 2018

Re: Photo Verification of Marriage Line Connections

In our continuing effort to improve the installation and inspection process of manufactured homes, the Manufactured Housing Division ("MHD") recently re-evaluated the acceptance of photographs in lieu of inspection of marriage line connections. In order to correct some inconsistencies and confusion that have inched into the process over the last few years, and still retain this very convenient process, some changes to the procedure are being implemented.

The requirements for the acceptance of photo verification of marriage line connections by department inspectors are:

- CMH, Cavco, Champion have all approved photo verification by the Installer or Contractor of the connection of the roof, floors and walls at the marriage line.

**Note:** The marriage line connection photo verification does **NOT** apply to other manufacturers whose homes may be installed in Arizona.

- Each Installer and Contractor provided photo shall contain the home serial number, installation permit number, and date the photos were taken. The serial number, permit number and date shall be clearly legible. (See attached placard for example)

- Installer and Contractor provided photos shall include all visible fastening at all marriage line connections. These photos will need to show that correct fastening was completed in compliance with the home manufacturer's DAPIA approved Installation Manual.
- Photos may be provided electronically via email or printed and provided to the inspector at the installation site. Printed photos must be clear and legible.
- Incorrectly labeled or illegible photos will not be accepted.
- All photos must be provided to the inspector before the final inspection.

It is important to remember that these photos must contain all the information an inspector may need to effectively judge if compliance with the requirements of the manufacturer's installation manual have been met. It would be advisable to include an example of the type of fastener used in the photo.

Be advised also that at this time the only photos accepted in lieu of eyes on inspection are for the connection of marriage lines. No others will be accepted.

The requirements set forth in this memorandum shall be effective one month after the date of issuance, or June 11, 2018.

Thank you.

Dave Meunier  
Inspection Administrator, Manufactured Housing Division  
Arizona Department of Housing

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

SERIAL#: \_\_\_\_\_

DATE: \_\_\_\_\_

18-12345

PERMIT#:

7235AB

SERIAL#:

4/23/2018

DATE:

### FEE SCHEDULE FOR 2026 FISCAL YEAR

**FEES ARE EFFECTIVE JULY 1, 2025 through JUNE 30, 2026**

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/<br/>DEALER/<br/>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<br><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<br><i>Each additional hour</i>                                                                                |

| <b>MOBILE HOME LANDLORD TENANT PETITION</b>                                                                                                                                                                                                                          |            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>DESCRIPTION</b>                                                                                                                                                                                                                                                   | <b>FEE</b> |
| <b>Complaint</b><br>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><br>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<br><i>Includes 3 Inspections</i>                                                                           |
| FBB – residential                                                 | \$ 650.00 per story<br><i>Includes 3 Inspections</i>                                                                      |
| FBB – commercial                                                  | \$ 7.00/LF per story<br><i>Includes 3 Inspections</i>                                                                     |
| FBB – classroom                                                   | \$ 4.00/LF per story<br><i>Includes 3 Inspections</i>                                                                     |
| 6 Month Extension on Permit<br>(Mobile/Manufactured Home and FBB) | \$ 150.00 each                                                                                                            |
| FBB Special Use                                                   | \$ 370.00 each<br><i>Includes 1 Inspection</i>                                                                            |
| Rehabilitation – Mobile Home                                      | \$ 49.00 if income below Area Median Income (AMI); \$306.00 if income<br>at or above AMI<br><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<br>(Mobile/Manufactured Home, FBB, Rehabilitation, and Special Use) | \$ 185.00 each     |
| HUD Manufacturer in-plant inspection<br>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>    |
| Installation Certificate           | \$ 20.00 each |
| 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       |