



MH SITE PLAN PERMIT APPLICATION

180 N 9TH St
Show Low, AZ 85901
(928) 532-4050

BUILDING CODES AND STANDARDS

Building Codes - 2018 International Residential Code &
2018 International Building Code

Plumbing Code - 2018 International Plumbing Code

Mechanical Code - 2018 International Mechanical Code

Fire Code - Contact Timber Mesa Fire & Medical District at
(928) 537-5100

Electrical Code - National Electric Code (NEC) 2017

Wind Load - 90 M.P.H.

Ground Snow Load - 50 P.S.F.

Roof Snow Load - 4/12 or greater – 30 lb. live snow load
less than 4/12 – 35 lb. live snow load

Frost Line - 18 inches

Exposure - C

Seismic Zone - B

Gas Test Specifications - Minimum of 3 lb. PSI for 10 minutes
1/10th lb. increment gauge

AMERICAN NATIONAL STANDARD: ADA Accessibility 2010



CITY OF SHOW LOW
BUILDING SAFETY DEPARTMENT
180 N. 9TH STREET
SHOW LOW, AZ 85901
(928) 532-4050 /FAX (928) 532-4059

MANUFACTURED BUILDING FEE SCHEDULE

(Fees effective 7/1/2026)

Manufactured Building Fees:	
Contact AZ Department of Housing Office of Manufactured Housing Division	

City Permit Fees:	
Additional Required Inspections (not included in State permit)	\$250.00

Water & Wastewater Fees:	
Wastewater System Capacity Fee	\$4,389.00
¾" Water System Capacity Fee	\$1,885.00
¾" Water Meter Fee	\$276.24
Turn on Fee	\$25.00
Security Deposit (Security deposit may be waived with a letter of credit from a utility company showing one year good payment history.)	\$150.00

Total City Permitting Fees:	
Replacement on a developed lot	\$250.00
New placement on an undeveloped lot	\$6,975.24

Updated: 7/15/2026



**MH SITE PLAN
PERMIT APPLICATION**
APPLICANT TO PROVIDE ALL THE FOLLOWING INFORMATION
(PLEASE PRINT)

180 N. 9th Street
Show Low, AZ 85901
(928) 532-4050

For Office Use Only

Permit #: _____
Date Received: ____/____/____
Plan Review: Standard / Non-Standard
Deposit: \$ _____

A minimum of a \$50.00 deposit must be submitted with this application.

1. PROJECT ADDRESS: _____ **Assessor's Parcel Number:** _____

2. OWNER INFORMATION (REQUIRED)

Name: _____

Mailing Address: _____

City: _____

State: _____ Zip Code: _____

E-mail Address: _____

Phone: _____

3. CONTRACTOR INFORMATION (REQUIRED)

Contractor: _____

Mailing Address: _____

City: _____

State: _____ Zip Code: _____

E-mail Address: _____

Phone: _____

Contractor License AZ ROC#: _____

City of Show Low business permit #: _____

Any person, business, or company (including subcontractors) that conducts business within the city limits of Show Low **must** have a City of Show Low business permit. For further information, call (928) 532-4042.

4. APPLICANT INFORMATION (IF DIFFERENT)

Name: _____

Mailing Address: _____

City: _____

State: _____ Zip Code: _____

E-mail Address: _____

Phone: _____

5. MANUFACTURED HOME DETAILS

Manufacturer: _____ Livable sf: _____ Year of MH* _____

*Effective *January 1, 2025*, manufactured homes proposed for installation **shall not be older than ten (10) years** from the date of the application for location permit.

Snow load: _____ lbs. of live snow load **(the City of Show Low requires a minimum snow load of 30 lbs.)**

Type of Placement: ☐ NEW MH ☐ REPLACEMENT MH

6. PLAN REVIEW PROCESS (SELECT ONE)

☐ STANDARD (30 WORKING DAYS)

☐ NON-STANDARD (40 WORKING DAYS)

Per Title 18.15.070 of the City of Show Low Building codes, the applicant shall determine which plan review process will be followed. The timelines outlined within each process apply only to city review and do not include the time that comments have been returned to the applicant for required revisions or the time required for third-party plan review.

MANUFACTURED BUILDING PERMIT APPLICATION (CONTINUED)

7. CITY OF SHOW LOW BUILDING CODES AND STANDARDS

Electrical Code	2017 National Electric Code	Seismic Zone:	B
Mechanical Code	2018 International Mechanical Code	Exposure:	C
Plumbing Code	2018 International Plumbing Code	Wind Load:	90 mph
Building Codes	2018 International Residential/Building Code	Frost Line	18 inches
Live Snow Load	4:12 or greater- 30 lbs., less than 4:12- 35 lbs.	Ground Snow Load	50 P.S.F.

Gas Test Specifications Minimum of 3# PSI for 10 minutes 1/10th # increment gauge

Fire Code Contact Timber Mesa Fire & Medical District at (928) 537-5100

American National Standard ADA Accessibility 2010

8. IMPORTANT NOTICES

Per Title 18.25.060 of the City of Show Low Building codes, a re-inspection fee of **\$50.00** may be assessed for each inspection or re-inspection when such portion of work for which inspection is called is not complete or when corrections called for are not made. Re-inspection fees may also be assessed when the permit card is not available on the work site, the approved plans are not readily available to the inspector, for failing to provide access on the date for which inspection is requested, or for deviating from plans requiring the approval of the building official.

Separate inspections are required for footings, stem wall, slab reinforcement, underfloor framing, roof sheathing/nail, framing, insulation, drywall nail, water service/sewer service, underground plumbing, rough plumbing/framing/electrical/heating ducts/vents, gas yard line, final gas test, electric service, and final.

This permit becomes null and void if the work of construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for 180 days at any time after work is commenced.

9. CONTRACTOR LICENSING VERIFICATION

Before issuance of a building permit, each applicant must verify that they are a licensed contractor or is exempt from licensing requirements.

I hereby state that I am a Contractor, licensed to perform the work covered by the Permit.

Name (Please Print)

Signature

Date

10. CERTIFICATION

THIS APPLICATION SHOULD BE REVIEWED BEFORE SIGNING BELOW

I hereby certify that I am the property owner or have been authorized by the property owner and have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Name of Owner or Applicant

Signature of Owner

OR

Signature of Applicant



CITY OF SHOW LOW PUBLIC WORKS
(928) 532-4100

**PERMIT FOR WORK WITHIN RIGHT – OF – WAY
OR CONNECTION TO PUBLIC UTILITIES**

(10 BUSINESS DAYS ARE REQUIRED TO PROCESS THIS FORM)

For Office Use Only

Date received: _____

Time received: _____ AM/PM

Received by: _____

NAME OF APPLICANT: _____ APPLICANT PHONE: _____

APPLICANT EMAIL: _____ ALTERNATE PHONE: _____

MAILING ADDRESS: _____ CITY, STATE, ZIP: _____

CONTRACTOR NAME: _____ LICENSE #: _____

LOCATION OF WORK (ADDRESS): _____ LOT #: _____

BRIEF DESCRIPTION OF WORK: _____

START DATE (ESTIMATED): _____ COMPLETION DATE (ESTIMATED): _____

AGREEMENT

It is understood and agreed that all work shall conform to applicable City, State and Federal regulations and to all conditions set forth on this permit.

Applicant Signature

Date

FOR CITY STAFF USE ONLY

NEW RESIDENTIAL: YES ☐ NO ☐

MANUFACTURED HOME: YES ☐ NO ☐

OUTSIDE CITY LIMITS: YES ☐ NO ☐

SERVICES NEEDED

- ☐ SERVICE LINE INVESTIGATION
- ☐ PAVEMENT⁽¹⁾⁽²⁾
- ☐ CULVERT⁽¹⁾
- ☐ DRIVEWAY⁽¹⁾
- ☐ MAILBOX⁽¹⁾
- ☐ LANDSCAPING⁽¹⁾⁽²⁾⁽⁴⁾
- ☐ WATER MAIN TAP⁽³⁾
- ☐ WATER METER
- ☐ SEWER MAIN TAP⁽³⁾
- ☐ SEWER SERVICE NO TAP
- ☐ LOW PRESSURE SEWER
- ☐ LINE EXTENSION⁽³⁾
- ☐ WORKING IN EASEMENT (NOT ROW)
- ☐ COMMERCIAL CONSTRUCTION
- ☐ ESTIMATE⁽³⁾

- (1) **A plan and written description of the work is required.**
- (2) **Private Retaining Structures and Fences are PROHIBITED in the City Right-Of-Way.**
- (3) **Sewer and Waterline Taps and/or Extensions will incur additional costs which will be determined on a case by case basis. The City will provide a cost estimate for this work. Only City Personnel may make water or sewer main connections.**
- (4) **Landscape plans to be reviewed by Planning and Zoning.**

NOTES: _____

INTERNAL TRACKING

BUILDING PERMIT # (IF APPLICABLE): _____ A.P.N. _____ DUE DATE: _____

DATE SENT TO PW: _____ BY: _____ DATE REC'D @ PW: _____ BY: _____

SERVICE LINE AVAILABLE AT PROPERTY LINE ? _____ SEWER: YES ☐ NO ☐ WATER: YES ☐ NO ☐

SERVICE INVESTIGATION DONE BY: _____ DATE: _____

APPROVED BY: _____ DATE: _____

FINAL INSPECTION (IF APPLICABLE): _____ DATE: _____

FINAL APPROVAL: _____ DATE: _____

CITY OF SHOW LOW
BUILDING DEPARTMENT
AFFIDAVIT OF NOTICE

This is to verify that I /We _____, the legal owner(s)
(PRINT YOUR NAME)

and/or Building Contractor of Lot # _____ in _____ (Subdivision)

and/or _____ (Address) are aware and understand that the City of

Show Low Building Permit No. _____, which I/We have applied for, may or may not conform to

the covenants, conditions, and restrictions/deed restrictions of the above mentioned Subdivision

and/or Address. I hereby agree to hold the City of Show Low harmless should any legal action result

against me in the execution of this permit and acknowledge that the City of Show Low has no legal

responsibility for the issuance of this permit in conflict with such deed restrictions. I hereby accept

Building Permit No. _____ in full knowledge of the above mentioned statement and facts.

Building Contractor **(SIGN YOUR NAME)**

Lot Owner (SIGN YOUR NAME)

Date

State of Arizona)
County of Navajo)

This instrument was acknowledged before me this _____ day of
_____, 20_____.

(seal)

Notary Public
My Commission expires on:



City of Show Low

ENGINEERING DEPARTMENT
180 N. 9TH STREET
SHOW LOW, AZ 85901

Building Permit #: _____

Issued by: _____

For City Use Only

Erosion Control Permit Application

General Contractor Information	Parcel ID No. (APN):
Name:	
Address:	Site Address:
City, State, Zip:	Subdivision
Phone:	Lot #:
Owner Information	Location from Nearest Intersection:
Name:	Feet
Address:	Job Site (select one): Private Public
City, State, Zip:	Amount of Work Area to be Excavated: Square Feet
Phone:	Existing & Proposed Site Runoff Drains (select one):
24-Hour Emergency Contact	Ditch Pipe Creek Catch basin Other:
Name:	Soil Disposal:
Address:	Disposal Location Address:
City, State, Zip:	Estimated Amount: Cubic Feet
Cell:	

******Erosion control measures **MUST** be in place prior to any stripping, grading, or excavation work and shall remain until excavation component is complete and disturbed areas are re-vegetated or protected.

Owner/Applicant Signature

Date



WELCOME TO THE CITY OF SHOW LOW

APPLICATION FOR UTILITY SERVICES

RETURN COMPLETED APPLICATION TO:

Show Low City Hall
Attn: Utilities
180 N 9th Street
Show Low, AZ 85901

Contact Information

Phone: (928) 532-4005
Fax: (928) 532-4044
Email: kross@showlowaz.gov

Office Hours:

Monday - Friday 8:00 a.m. to 5:00 p.m.
(excluding holidays)

Please fill out this form completely, sign and date, and return it at least 48 hours prior to needing services. If you need services immediately, please contact our office via phone once application is faxed, mailed, or e-mailed.

SECURITY DEPOSIT REQUIREMENT

A security deposit is required for all new accounts. The security deposit requirement can be fulfilled one (1) of three (3) ways:

1. Payment of \$150.00 (must be paid at time of application submission)
Security deposit will be refunded to account after 12 months of timely and consistent payments with no late fees or upon termination of services.
2. Payment of \$75.00 (must be paid at time of application submission)
Requires a Sure Pay Authorization Form for Auto Pay to be completed and sent in with the application for services. You must stay on Auto Pay for a minimum of 1-year. Failure to remain on Auto Pay for 1-year will result in an additional \$75.00 security deposit being billed to your account. Security deposit will be refunded to account after 12 months of timely and consistent payments with no late fees or upon termination of services.
3. Letter of Credit (must be sent it with the application for utility services)
A letter of credit from any utility that was in the applicants name showing 12-months no delinquencies, no late fees will waive the Security Deposit requirement.

CITY OF SHOW LOW APPLICATION FOR UTILITIES

FOR OFFICE USE ONLY

Deposit Amount: \$ _____

Date: _____

By: _____

Acct #: _____

Cash

Check

CC

Letter of Credit

Today's Date:

Service Start Date:

Monday-Friday Excluding Holidays
48 hours Notice Required

SERVICE ADDRESS

OWN/RENT

OWN

RENT

TYPE OF ACCOUNT

Residential

Commercial

Landlord - Residential

If this is a Landlord account, do you want to
set up a Landlord Agreement

Yes

No

If a Commercial Account, Enter the Federal Tax ID Number

If you OWN the property will it be used as a Short-Term and/or Vacation Rental?

Yes

No

Per City of Show Low Ordinance No. 2024-02, all vacation rentals are required to obtain and maintain a valid City permit, pay permitting fees, provide an emergency point of contact, disclose certain information about the vacation rental in each advertisement;

Per City of Show Low Ordinance No. 2024-02, all short-term rentals are required to obtain and maintain a valid transaction privilege tax ("TPT") license number, provide proof of the TPT license to the City, and require disclosure of the TPT number on each advertisement.

The Code of the City of Show Low, [Chapter 16.55 Short-Term Rentals and Vacation Rentals](#), Section 2:

Any person found in violation of this ordinance shall be guilty of a civil infraction and shall be fined a sum of \$500.00, \$1,000.00, or \$3,500.00 as set forth in the Chapter 16.55, Short-term Rentals and Vacation Rentals. Any violation which is continuing in nature shall constitute a separate offense on each successive date the violation continues, unless otherwise provided.

Per City of Show Low Resolution No. R2024-13:

As authorized by [Section 2.35.10](#) of the Show Low City Code, an annual short-term rental permit fee of \$150.00 for short-term rentals is hereby adopted. To register your short-term rental please click here: [Short-Term Residential Registration Application](#)

APPLICANT INFORMATION

Customer Name

Last 4 S.S.#

Date of Birth

Mailing Address

City

State

Zip

Phone Number

E-mail

Current Employer

CO-APPLICANT/SPOUSE (IF APPLICABLE)

Customer Name

Last 4
S.S. #

Date of Birth

Mailing Address

City

State

Zip

Phone Number

E-mail

TERMS AND CONDITIONS OF SERVICE

(Please read carefully)

There is a \$25.00 service fee for water. This fee is charged when there is a change in the utility account name or if the water is turned on or off. This is a non-refundable fee and will included in your first billing

New Construction Accounts Please note: "Per City Policy, once a water meter has been installed you will begin paying for water immediately. You will start paying for sewer, trash, and recycle services 90 days after the meter is installed or a C of O is received, whichever comes first.

The applicant agrees to pay each utility bill in full for all charges by the due date shown on the bill.

The applicant agrees to pay a late fee for any bill not paid by the 25th of the month and/or there is more than \$11.00 past due on the account. The account holder agrees and understand that the City has the right to terminate the associated utility service if payment of any bill, including late fees, deposit amounts, and all other assessments are not paid in full.

The applicant understands that a \$25 fee will be assessed the account holder if the City of Show Low's water meter is turned off or on by the account holder. Service calls made after hours will be subject to an after-hours charge. If a valve breaks during the account holder's use of the valve (by turning off or on the water meter), the account holder will be charged for the repair and will be subject to termination of services for failure to pay for all repairs due to such damage.

The applicant agrees and acknowledges that is utility service is terminated for non-payment of the utility bill, a fee will be required in addition to payment of all past charges before water is turned back on.

The applicant agrees that if the City incurs any collection costs to recover past due amounts from the account holder for utility services, the account holder will pay all such collection costs in addition to the outstanding balance of the account holder's account. "Collection costs" shall include all fees incurred by the City, including but no limited to, actual attorney's fees or any contingency fee charged by an attorney or a collection agency before and/or after a lawsuit is filed.

When services are turned on, be sure that all faucets and landscaping water is turned off. If you have a main valve on your dwelling, please turn it off. If it appears water is running inside or outside the dwelling, the water service will NOT be turned on. You are responsible for all water usage and any damage that may occur when the water is turned back on.

Will someone (18 years or older) be there for the turn on?

Yes

No

The applicant agrees to comply with all regulations of the City relating to utility services. The account holder agrees that failure to comply with such regulations may result in the termination of utility services.

By signing this application, I affirm that I am responsible for the payment of all utility services provided by the City. I affirm that any Co-Applicant listed will also be responsible for any balance due on the account.

Applicant Signature

Date

**CITY OF SHOW LOW
UTILITY RATE TABLE**

Resolution 2014-39/2022-24

Effective 7/1/2026

Water Rates				
Rate Code	Meter Sizes	Usage Allowance	Base Fee	Rate per 1,000/gal
101	5/8 - 3/ 4"	5,000	35.80	3.52
102	1"	5,000	55.34	3.52
103	1 1/2"	11,000	116.28	3.52
104	2"	22,000	250.13	3.52
105	3"	44,000	514.91	3.52
106	4" +	67,000	829.90	3.52
Water Rates - Outside City Limits				125%
Rate Code	Meter Sizes	Usage Allowance	Base Fee	Rate per 1,000/gal
111	5/8 - 3/ 4"	5,000	44.74	4.40
112	1"	5,000	69.17	4.40
113	1 1/2"	11,000	145.35	4.40
114	2"	22,000	312.65	4.40
115	3"	44,000	643.62	4.40
116	4" +	67,000	1,037.38	4.40
Wastewater Rates				
Rate Code	Description		Base Fee	Rate per 1,000/gal
301	Residential		40.71	n/a
351	Residential - Low Pressure		56.39	n/a
303	Commercial		33.53	3.85
361	Commercial - Low Pressure		51.38	3.85
310	Multi Family/Mobile Home Park		33.53	3.85
311	Offices/Business/Retail		33.53	3.85
314	Churches		33.53	3.85
316	Motels and Hotels		33.53	3.85
318	Schools		33.53	3.85
320	Bars		33.53	3.85
Sanitation Rates - Resolution 2011-07 (effective July 1, 2020) New Rate Effective 7/1/2026				
Rate Code	Description			Base Fee
501	First Polycart (One trash, one recycling)			23.99
502	Additional Polycart			14.58
Miscellaneous Rates				
Rate Code	Description			Base Fee
2101	Water Rights Preservation Fee (per month/per active Residential water account)			3.00
	Seasonal/Inactive Status (resolution R2013-04) - Effective 5/02/13 - Includes connect/disconnect fee for water customers standard late fee shall be applied for all outstanding balances - Account must be current prior to reconnection - Includes all services			150.00
	Water Connection			25.00
	Water Disconnect			25.00
	After Hours Call Out			40.00
	Re-Read/Read Only			25.00
	Bulk Meter Activation			150.00
	Bulk Meter Deposit			800.00
	Non-Sufficient Funds fee			25.00
	Late Fee (applied 10 days after billing date)			10.00
	Security Deposit			150.00
	- with autopay sign up and continued active autopay			75.00
	- refunded after 12 consecutive months of prompt payment - may be waived with letter of credit showing 1-year of prompt payment history from previous utility			
	Water Rights Preservation Fee for Commercial Accounts			Tiered Rate



EROSION CONTROL PLAN

ENGINEERING DEPARTMENT

180 N. 9TH STREET

SHOW LOW, AZ 85901

Submittal Guidelines

Pursuant to City Code, Title 13, an erosion control permit is required prior to conducting the following activities on a property or site:

1. Activities including, but not limited to construction, landscaping, removal of vegetation, stockpiling of soil or construction debris, grading, filling, excavating, trenching, drilling, transport of fill, utility work, etc. that disturbs 500 square feet or more of land surface area.

- OR -

2. Activities as described in subsection 1 or in this subsection that disturbs less than 500 square feet of land surface and are located within 50 feet of any pond, lake, river, stream, corridor, canal, or wetland.
3. Exemptions: Landscaping activities in conjunction with a single-family residence shall be exempt from compliance with this Chapter. "Landscaping Activities" means: the installation or removal of vegetation and minor landscaping features. It does not include installation or removal of more than 50 cubic yards of fill, or installation of large site features like parking pads, swimming pools or structures as defined in Title 13 of the City Code, which are not exempt if the activity involved would otherwise require an erosion control permit under this section. (Developmental landscaping done for several single family residences at the same time).

Permitting Guidelines

1. Pick up the Erosion Control Permit Application at the Building Department. The application may also be downloaded from the City of Show Low's website at www.showlowaz.gov.
2. Complete the application and submit it at the Building Department Service Counter with a site plan that meets the criteria outlined on the front page of this permit application packet.
3. The permit application will be reviewed. Any necessary changes will be made to the site plan to bring it into compliance with the City of Show Low Code (Title 13) and our adopted erosion control manual. Once reviewed, an Erosion Control Permit Number will be issued, and the approved permit will be placed in the Building Department project file.
4. The permit can then be picked up and fees paid at the time of Building/Demo Permit issuance.
5. Once issued, it is the Builder's responsibility to implement the measures on the approved site plan and call in for an Erosion Control inspection from the Building Department scheduled for the same day that clearing or grading work will begin on the site. The inspection card must be posted on-site to receive this inspection.
6. Initial and Pre-footing Erosion Control Inspections are required for each site. Both of these inspections must be signed off on the yellow inspection card issued by the Building Department in order to get a Footings Inspection from the Building Department.
7. All soils on site must be sufficiently stabilized to receive occupancy from the Building Department. This means that soils must either have established vegetative cover, or permanent ground cover (mulch, straw, wood chips, compost, rock). All temporary erosion control measures must be left in place until this condition has been satisfied. At the point, they should be removed from the site.

Site Plan Requirements

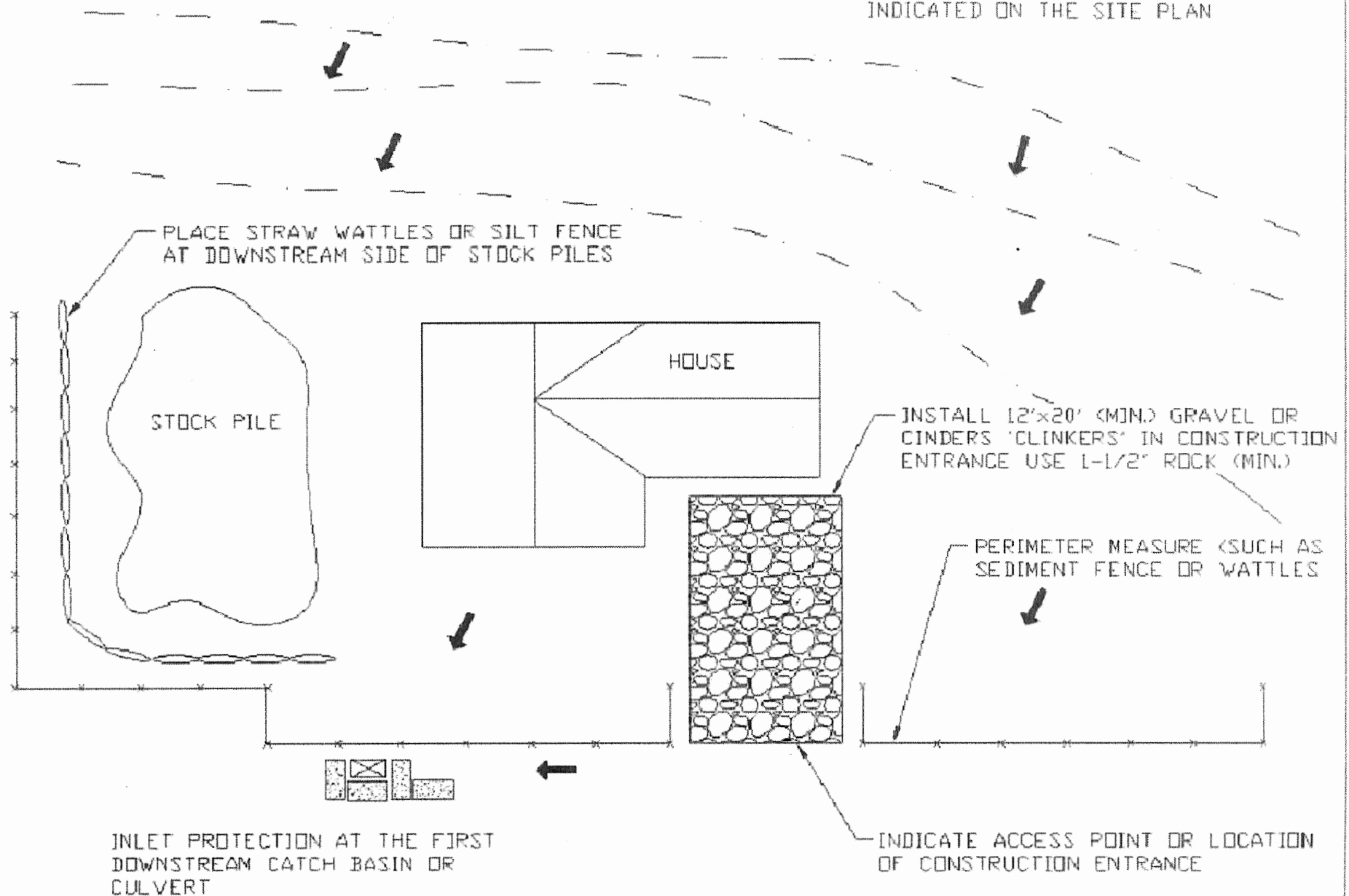
Your Erosion Control Permit Application **will not** be processed until a site plan is submitted addressing the following items:

1. Location of all site disturbances associated with your project.
2. Corner elevations, contours, or arrows clearly marking the direction of storm water flow on the site.
3. *Access points (construction entrance, existing paved driveway, or access protected with alternative materials such as wood chips, plywood, etc.)
4. Perimeter containment measures (sediment fence, compost filter berm, existing structures, etc.)
5. **Inlet protection (choose the most appropriate measure of the situation. Biobags or non-woven catch basin inserts can be used).
6. Stockpiling/staging areas.
7. Erosion control measures shall be maintained throughout the length of the project.

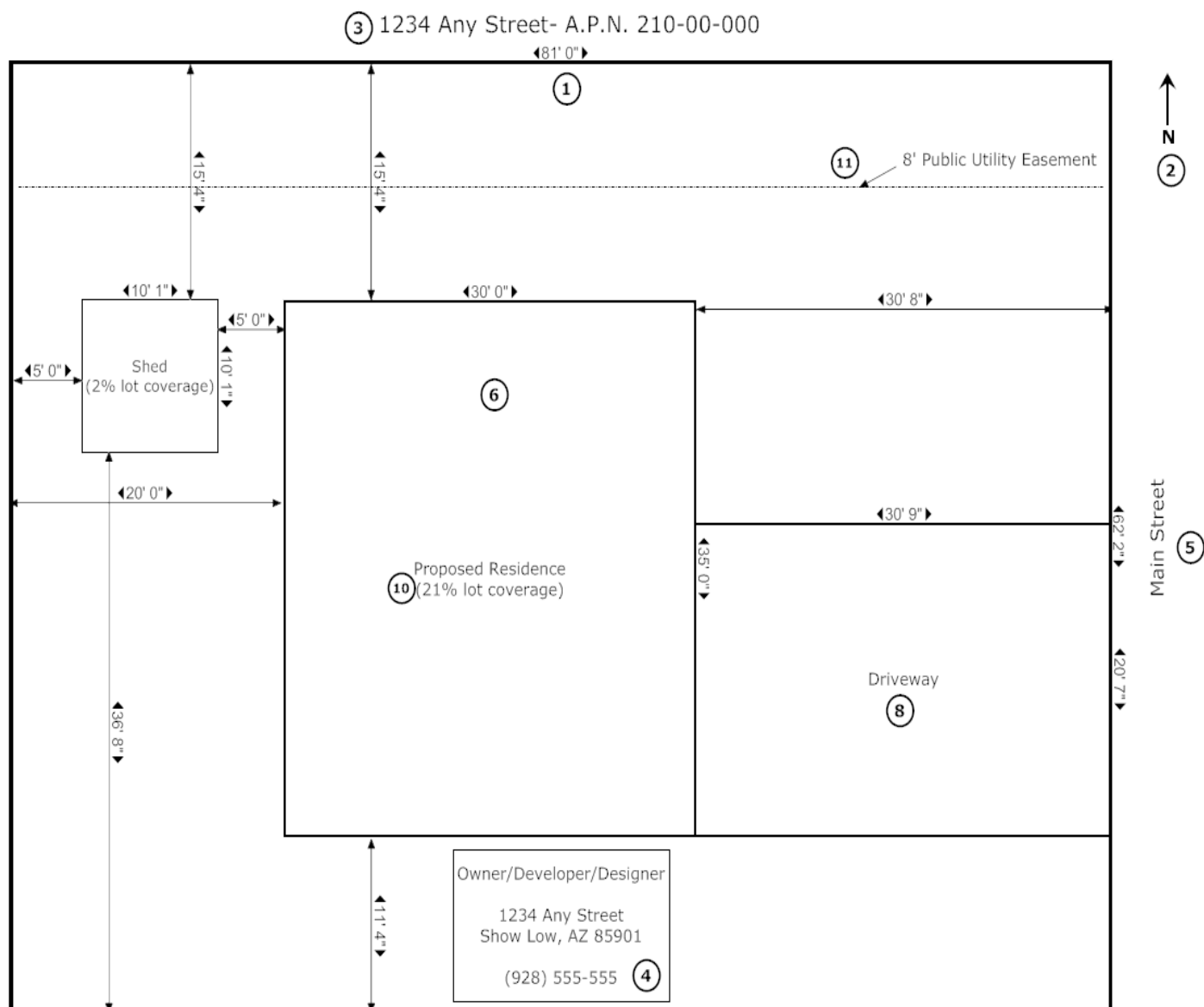
*Item #3 is required base measures. These measures must be shown on your plan, or a narrative description of why these measures are not necessary must be presented with the plan. In the case that a narrative explanation is provided, the site will be assessed at the initial inspection and a determination will be made at the time as the measures that will be necessary. **Inlet protection is always required.

Once your plan is reviewed and a final version is approved, you are responsible for implementing the measures laid out in the approved plan prior to starting construction. Additionally, you are required to schedule and Initial Erosion Control inspection (after measure are in place), as well as a Pre-Footings Inspection (after excavation is complete). Please use the City's 24-hour inspection line for this purpose. The Erosion Control Permit fee structure is included in the Building Permit Fee. If you have any further questions, please contact the Building Department.

CORNER ELEVATIONS, CONTOURS, OR THE
DIRECTION OF FLOW SHOULD BE
INDICATED ON THE SITE PLAN



SAMPLE SITE PLAN



Minimum requirements for site plan (drawn to scale):

1. Lot dimensions.
2. North arrow.
3. The address and A.P.N. of the property.
4. The name, address and telephone number of the owner, developer and designer.
5. The location and name of any and all streets along the property boundary.
6. Location and size of both existing and proposed buildings and structures, including distances (showing actual, not minimum setbacks) from all structures to property boundaries.
7. If in a mobile home/RV park the distance between all nearest structures, including those not located on the property.
8. Location and dimensions of existing and proposed driveways.
9. Location and height of walls and fences.
10. Percentage of the site covered by any and all structures, both existing and proposed.
11. Locations, dimensions, and description of all existing or proposed easements.

NO	DESCRIPTION OF REVISION	MADE BY	DATE
1	REV. PER 2016 HUD AUDIT	JT	08/16
2			
3			
4			

COMPLIANT EGRESS AT ONE SWINGING EXIT DOOR MANUFACTURED HOMES ONLY

NOTE:

GUARDS MUST COMPLY TO IRC R312

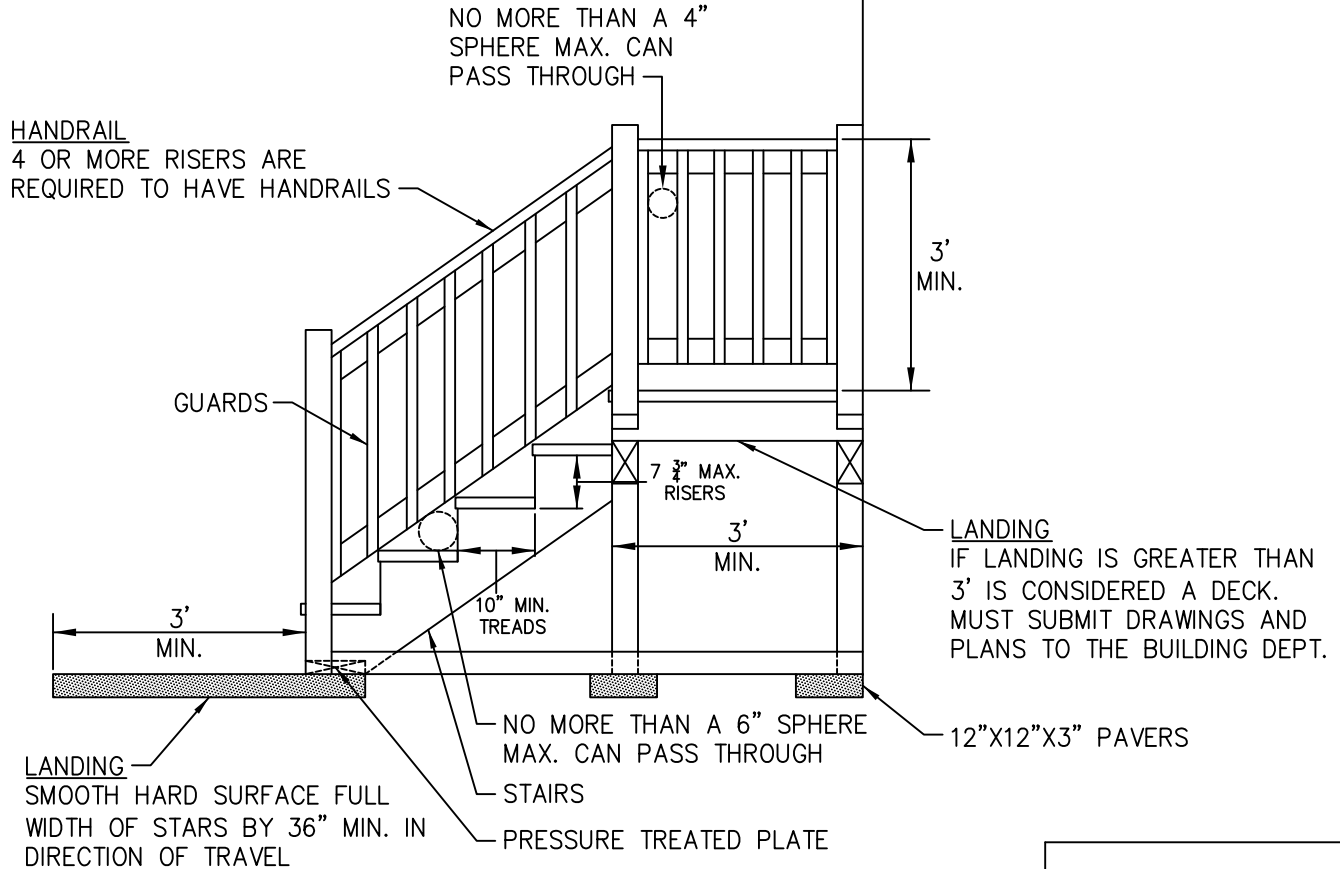
GUARD RAILS NEEDED IF WALKING SURFACE IS
EQUAL TO OR GREATER THAN 30" ABOVE GRADE

STAIRS MUST COMPLY TO IRC R311.5.3.1-3

HANDRAIL MUST COMPLY TO IRC R311.5.6

LANDING MUST COMPLY TO IRC R311

STAIRS AND LANDINGS SHALL BE FREESTANDING
AND NOT ATTACHED TO HOME



DETAIL NO.

B-MH01

SHEET 1 OF 1



STANDARD DETAIL

EXTERIOR STAIRS
WITH LANDING

T:\BUILDING DEPARTMENT\DETAIL DRAWINGS\EXTERIOR STAIRS.DWG

APPROVED BY



GENERAL INSTRUCTIONS

COMPLIANCE WITH THE CITY BUILDING CODES AND ZONING REGULATIONS IS MANDATORY FOR ALL CONSTRUCTION AND DEVELOPMENT WITHIN THE CITY OF SHOW LOW.

IT IS THE RESPONSIBILITY OF THE PROPERTY OWNER TO ENSURE COMPLIANCE WITH ALL APPLICABLE REQUIREMENTS, INCLUDING PROPER IDENTIFICATION OF PROPERTY LINES. IT IS ALSO THE RESPONSIBILITY OF THE PROPERTY OWNER TO NOTIFY CITY STAFF OF ANY PROPOSED REVISIONS TO THE PERMITTED STRUCTURE PRIOR TO INSPECTIONS TAKING PLACE. PLEASE BECOME AWARE OF THE REGULATIONS AND REQUIREMENTS BEFORE PROCEEDING WITH ANY PROJECT

A. APPLICATIONS WILL NOT BE ACCEPTED WITHOUT THE FOLLOWING:

1. PLANS: Two (2) sets of site plans not more than twenty-four (24) by thirty-six (36) drawn to scale showing ACTUAL (not minimum) setbacks dimensions from all sides (East, West, South and North). One (1) Set of plans will be returned when approved.
2. SPECIFIC LOCATION: Assessor's Plat Location/Book, Page, and Parcel Number i.e., 210-27-010A. Subdivision and lot number.
3. SEPTIC SYSTEM (IF UTILIZED): A copy of the Approved Sanitary System Permit is required.
4. DEPOSIT: A \$50.00, non-refundable deposit for manufactured homes. This deposit will be deducted from the total permit cost at the time of issuance.

B. TIME FRAMES: **The applicant shall be responsible for determining which plan review process will be followed.** The timelines outlined within each process apply only to city review and do not include the time that comments have been returned to the applicant for required revisions or to the time required for third-party plan review.

1. Standard Plan Review: The purpose of the Standard Plan Review is to allow the applicant and city staff to work together to help expedite the plan review and approval process. By selecting this option, the applicant is authorizing the city to provide written and oral comments related to requirements for plan approval. It is understood that multiple comments and/or revisions to plans may be required to obtain approvals. As part of this approval process, the city will have all approvals in place within thirty (30) working days from the date of submittal provided all required information has been submitted to and approved by the city. This time shall not include the time in which the city has returned comments to the applicant and is awaiting corrections or additional information. This time may be extended through mutual agreement by the city and the applicant.
2. Non-Standard Plan Review: The purpose of the Non-Standard Plan Review is to comply with the plan review process as outlined in Title 9, Chapter 7, Article 4, of Arizona Revised Statutes as may be amended from time to time. By selecting this option, the applicant is requiring the city to comply with the review requirements as outlined in the Arizona Revised Statutes. These statutes require the successful completion of two separate review processes prior to approval of a building permit.
 - a. Administrative Review: The purpose of the Administrative Review is to ensure that all required information is included as part of the permit application and that all submitted information is correct. The timeframe for Administrative Review is twenty (20) working days. This time shall not include the time in which the city has returned comments to the applicant and is awaiting corrections or additional information. Once the Administrative Review process is complete and the applicant has been given a Notice to Proceed, the applicant will then submit the required information for Substantive Review.



GENERAL INSTRUCTIONS

- b. **Substantive Review:** The purpose of the Substantive Review is to ensure that all information required for a permit has been submitted and that all required approvals have been obtained. The timeframe for Substantive Review is twenty (20) working days. This time shall not include the time in which the city has returned comments to the applicant and is awaiting corrections or additional information. Once the Substantive Review process is complete and all approvals have been obtained, the permit shall be issued. If the permit is deemed not complete, the permit application shall be denied, and the applicant shall be required to reapply for a building permit.
- C) **INSPECTIONS:** It shall be the duty of the person doing the work authorized by a permit (or the owner) to notify the building safety department that such work is ready for inspection. The building safety department requests that all inspection be called 24 hours in advance (Monday through Friday, between the hours of 8am and 3pm) prior to the inspection needed. Inspections called in after 3pm and/or Saturday & Sunday will be done the following Tuesday. No footing or foundation will be approved without clearly delineated, accurate property lines and property yard setbacks.

When requesting inspections, please indicate the following:

- 1) Owner's Name
- 2) Street Address of project as listed on permit.
- 3) Permit Number
- 4) Name and contact information of person requesting the inspection.
- 5) Type of Inspection requested.
- 6) Instructions, remarks, if any.

REVIEW TIME FRAMES

Plan Review Time Frame: The applicant shall be responsible for determining which plan review process will be followed. The timelines outlined within each process apply only to city review and do not include the time that comments have been returned to the applicant for required revisions or to the time required for third-party plan review. Standard Plan Review allows the applicant and the city staff to work together to help expedite the plan review and approval process. As part of this approval process, the city will have all approvals in place within thirty (30) working days from the date of submittal provided all required information has been submitted to and approved by the city. This time shall not include the time in which the city has returned comments to the applicant and is awaiting corrections or additional information. The Non-Standard Plan Review process requires the successful completion of two separate review processes prior to the determination of a building permit. This includes the Administrative Review, to ensure that all required information is included as part of the permit application and that all submitted information is correct. The Substantive Review is to ensure that all information required for a permit has been submitted and that all required approvals have been obtained. The time frame for each process is twenty (20) working days, therefore allowing forty (40) working days for determination is required.