



"Inspiring a Vibrant Community"

**Community Development Department**

111 N Main St.  
Cottonwood, AZ 86326  
Phone: (928) 634-5505  
Fax: (928) 639-4254

**MANUFACTURED HOME  
APPLICATION CHECKLIST**

**Required    Received**

- |                          |                          |                                                                       |
|--------------------------|--------------------------|-----------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Permit Application                                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Survey (1 copy) On all mobile home lots                               |
| <input type="checkbox"/> | <input type="checkbox"/> | 8 ½ X 11 Plot Plan                                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Contractor's/Contact Supplemental Form                                |
| <input type="checkbox"/> | <input type="checkbox"/> | Drainage and Grading Plan-Architect/Engineered Stamped- <b>Civils</b> |
| <input type="checkbox"/> | <input type="checkbox"/> | 8 ½ X 11 Floor Plan                                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Sewer Connection Plan                                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Water Connection Plan- ( <b>Backflow Prevention Device</b> )          |
| <input type="checkbox"/> | <input type="checkbox"/> | Right-of-Way Permit Application (if applicable)                       |
| <input type="checkbox"/> | <input type="checkbox"/> | FBB-DFB State Stamp- Site Specific                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | HUD Certification                                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Anchoring Details                                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Skirting Detail Drawing or Installation Instructions                  |
| <input type="checkbox"/> | <input type="checkbox"/> | All Forms Completed/Signed – Original Signatures/Dated by Applicant   |
| <input type="checkbox"/> | <input type="checkbox"/> | Attached and/or Detached Structures                                   |

*(This application checklist must be returned with completed application)*

**GOLDENROD**



"Inspiring a Vibrant Community"

**Community Development Department**

111 N Main St.  
 Cottonwood, AZ 86326  
 Phone: (928) 634-5505  
 Fax: (928) 639-4254

## MANUFACTURED HOME CONSTRUCTION PERMIT APPLICATION

CONSTRUCTION ADDRESS	TOTAL SQUARE FOOTAGES			
	LIVABLE		GARAGES	DECK COVERED
	DECK UNCOVERED		PATIOS	
	ATTACHED/DETACHED STRUCTUE			TYPE:
ASSESSOR'S PARCEL NUMBER				
_____ - _____ - _____	LOT #:	UNIT #:	SUBDIVISION (If Applicable):	

PROPERTY OWNER NAME & MAILING ADDRESS:	PHONE NUMBER
	VALUATION:
	TOTAL SQ. FOOTAGE:
	HEIGHT:
	\$

SETBACKS			
FRONT:	REAR:	SIDE (L):	SIDE (R):

DESCRIPTION OF PROJECT AND USE OF BUILDING(S)

MANUFACTURER:		MODEL:	
YEAR:	DIMENSIONS:	SERIAL#:	

SIGNATURE: This submittal contains a true and accurate depiction of all intended improvements. Any changes which have been made since Design Review approval are highlighted in writing and attached (if applicable).

\_\_\_\_\_

Name (printed)
Signature of Contractor – Owner – Architect – or Agent (circle)
Date

OFFICE USE ONLY				
Special Approvals	Approved	Date	Staff	Special Conditions/Comments
Planning and Zoning				
• Zoning Clearance				
• Historic Preservation				
Fire Department				
Engineering/Flood District				
Public Works				
Utilities Department				
Business License/Business Insurance				
Building Safety				

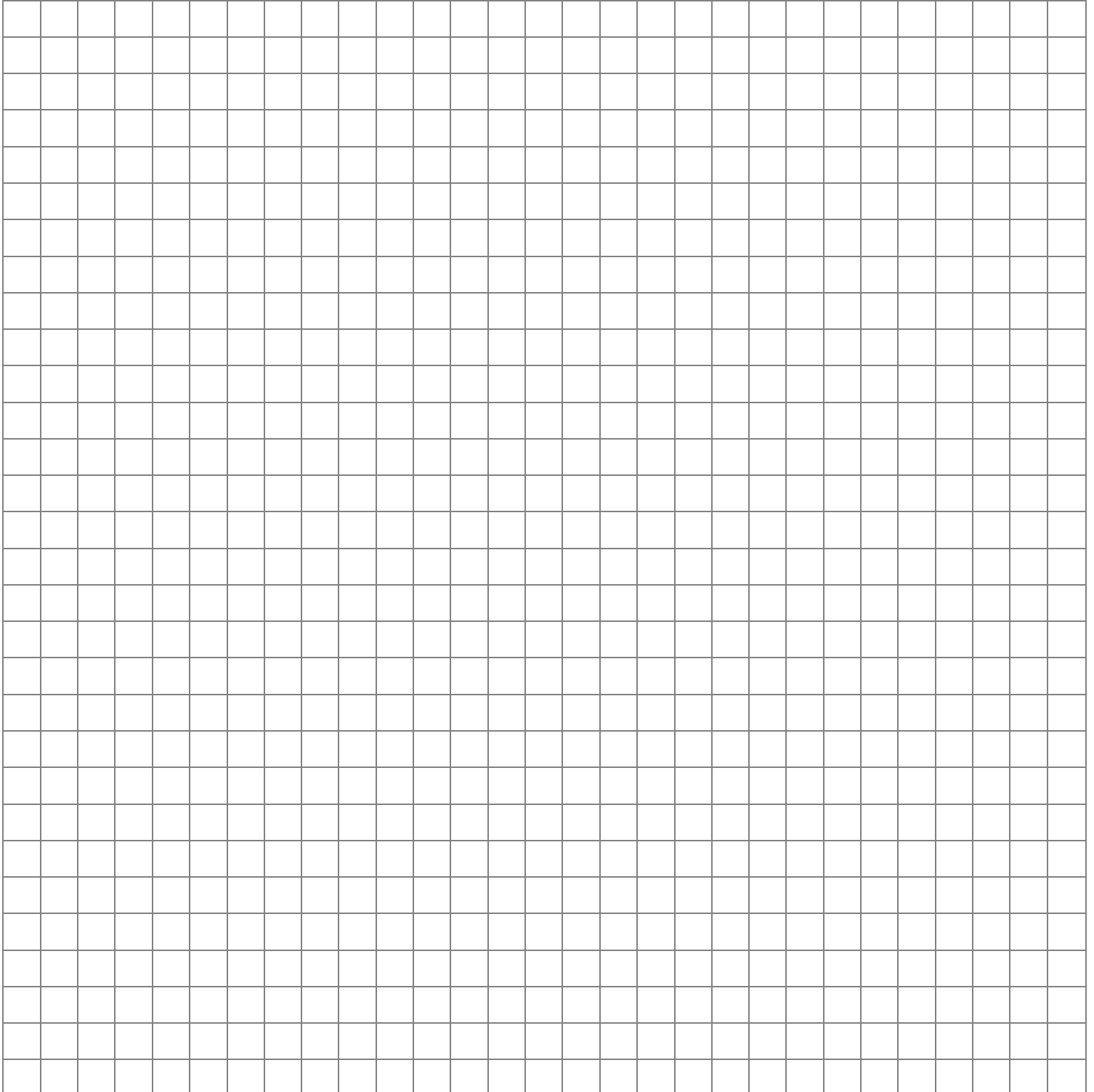
**Note 1:** Permit approval does NOT authorize any construction or land use which violates any codes, deed restrictions or prior hearing actions.  
**Note 2:** Building permit shall comply with the 2018 IBC, and the 2017 NEC. REV 7/19



# CITY OF COTTONWOOD

## Permit Application Plot Plan

**PROVIDE A SCALED DRAWING (1 INCH EQUALS 20 FEET) WHICH SHOWS LOT LINES, DIMENSIONS, SETBACKS, EXISTING AND PROPOSED STRUCTURES, AND NORTH ARROW.**



## CONTRACTOR/CONTACT SUPPLEMENTAL FORM

### LICENSED CONTRACTOR VERIFICATION

Verify that you are a licensed contractor under ARS Title 32, Chapter 10, by providing the information below.

**I am currently using a licensed contractor:**

Name: \_\_\_\_\_ City Business License No. \_\_\_\_\_  
 License No. ROC: \_\_\_\_\_ License Class: \_\_\_\_\_

I am exempt from Arizona contractors' license laws on the basis of the license exemptions contained in A.R.S. § 32-1121A., namely:

- A.R.S. § 32-1121A.5 – I am the owner/builder of the property and the property will not be sold or rented for at least one year after completion of this project.
- A.R.S. § 32-1121A.6 – I am the owner/developer of this property and I will contract with a licensed general contractor to provide all construction services. All contractor's names and license numbers will be included in all sales documents.
- Other \_\_\_\_\_  
 (please specify)

**I understand that the exemption provided by A.R.S. § 32-1121A.14 (the Handyman Exemption) does not apply to any construction project which requires a building permit and/or the total cost of materials and labor are \$1000 or more.**

I will be using the following licensed contractors on this project: **City of Cottonwood**

<u>Contractor/Company name</u>	<u>License Number</u>	<u>ROC</u>	<u>Class</u>	<u>Business License No.</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Owner/Agent Printed Name:** \_\_\_\_\_ **Owner/Agent Signature:** \_\_\_\_\_

Falsification of information on this document for the purpose of evading State licensing laws is a Class II misdemeanor pursuant to A.R.S. § 13-2704.

### PRIMARY CONTACT INFORMATION (Required)\*

<b>Business Name</b>	
<b>Address</b>	
<b>Contact Person 1/Title</b>	<b>Contact Person 2/Title</b>
<b>Phone Number</b>	<b>Phone Number</b>
<b>Fax Number</b>	<b>Fax Number</b>
<b>Email</b>	<b>Email</b>

Only the primary contact above will be notified of submittal status or permit approval.

Cottonwood Community Development  
 111 N. Main Street, Cottonwood, Arizona 86326 Ph 928.634.5505 Fax 928.639.4254



*"Inspiring a Vibrant Community"*

## **Community Development**

111 N. Main Street

Cottonwood, AZ 86326

Ph 928-634-5505

Fax 928-639-4254

## **DEFERRAL INFORMATION**

The drawings referenced below may be deferred at submittal:

- Trusses (steel and wood)
- Special structural components (rigid frames and moment frames)
- Energy management systems
- Racking plans
- Hood systems\*
- Fire Sprinklers\*
- Fire Alarms\*

Deferrals, also known as shop drawings may be requested upon submittal of the following requirements:

- A completed Deferral Form, each deferred item must be accompanied by a separate permit application submittal
- Plans for the deferred item(s) must be reviewed, approved, and permitted prior to calling for any inspections.

\* Applicant shall complete Deferral Form

\* Plans (shop drawings) shall be submitted prior to the city granting approval of the Certificate of Occupancy

**Note: Tenant Improvements cannot defer Fire Sprinklers, Fire Alarms, or Hood Systems.**



**Community Development**

111 N.Main Street  
Cottonwood, AZ 86326  
Ph 928-634-5505  
Fax 982-639-4254

*"Inspiring a Vibrant Community"*

**DEFERRAL FORM**

Please list the deferred items below. Any item(s) not listed shall not be eligible for deferral.

Plan review fees for each item listed will be collected at the time plans are submitted.

Deferred Item(s):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Project Name: \_\_\_\_\_

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

Applicant Name and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Date

## AGENCY CONTACT INFORMATION

### City of Cottonwood Departments:

Planning and Zoning Information  
(928) 634-5505

Building Safety/Inspections  
(928) 634-5505 ext. 3317

Fire Inspections  
(928) 634-2741

Public Works – Engineering Division  
(928) 634-8033

Code Enforcement  
(928) 340-2164

Utilities  
(928) 634-0186

Business License  
(928) 634-0060

### Miscellaneous Departments:

Registrar of Contractors  
(602) 542-1502

Yavapai County Flood Control  
(928) 639-8151

Blue Stake  
811

Yavapai County Assessor  
(928) 639-8121

Yavapai County Health Dept.  
(928) 639-8134

State of Arizona  
Office of Manufactured Housing  
(602) 364-1003

