Yavapai County Development Services requires permitting of all residential or commercial manufactured/modular/factory built buildings prior to installation. Permit applications are subject to review and approval by one or more of the following units/agencies as needed.

- Land Use/Planning
- Environmental Services
- Flood Control District
- Public Works
- Addressing
- Improvement Districts
- Health Department
- State Fire Marshal or Fire District
- ADOT
- ADEQ
- Other Agency review as needed

Yavapai County Permit cannot be issued until all conditions of approval have been met and all fees have been paid (Fees may include Land Use, Building Inspection, Septic, Public Works, Impact Fee, Doc Fee etc.)

The State Office of Manufactured Housing has jurisdiction for the issuance of the permit and inspection for the installation of the unit, including original accessory structures that are planned as part of the installation process, i.e., footing/foundation, mechanical equipment, awnings, etc. State Office of Manufactured Housing fees are separate from fees assessed by Yavapai County. *Note: Applicant must provide a copy of the approved, issued Yavapai County permit to OMH as part of their application to the State.

All Residential and Commercial Mobile/Manufactured/FBB Permit Applications must contain the following: (Modular Homes are considered FBB – Factory Built Building)

1. One (1) Completed Building Permit Application Form – Must Specify if new or upgraded electric pedestal. (Electric pedestal will be inspected by Yavapai County. Inspection Fee for permit will be $100.00, with or without electric.) Yard lines for gas, water and septic/sewer are inspected by the State Office of Mfg. Housing as part of the installation permit.

2. One (1) 8 ½” X 11” Scaled Plot Plan per the Instructions for drawing a Plot/Site Plan. All original accessory structure(s) must be shown on the plot plan.

3. One (1) 8 ½” X 11” Floor Plan (All rooms shall be labeled according to use)

4. One (1) Directions to Site Form

5. One (1) Residential or Commercial Outdoor Lighting Permit Fact Sheet

6. One (1) Completed Access/Drainage Permit Form (if needed)

7. One (1) Completed Septic Permit Form or proof of existing waste water system.

- Proof of State OMH Permit MUST be submitted to Yavapai County PRIOR to Yavapai County’s first inspection. (Submit in person, via mail or email at web.development.services@yavapai.us)

NOTE: Should applicant modify the installation permit with OMH a Revised Plot Plan or additional permit MAY be required by Yavapai County.

- Accessory structures/equipment (attached or detached) not planned or installed prior to OMH/YC final of initial permit will require a separate permit submittal through Yavapai County Development Services.

- Grading, Generator and/or Solar installations will require a separate permit.

ALL CONDITIONS OF ISSUANCE MUST BE MET PRIOR TO YAVAPAI COUNTY PERMIT FINAL AND OCCUPANCY OF THE STRUCTURE

Yavapai County Development Services - Effective February 1, 2016 Updated May 12, 2016
## Plot Plans

Plot Plans must be drawn in Black Ink to scale on the form provided and must include all of the following information: (8 ½” X 11” form will be provided to you)

### Site Plans

Site Plans must contain the following information and be drawn on the same size sheet as your construction drawings. (Minimum Paper Size is 18” X 24”)

1. Property Dimensions
2. Indicate scale used (Engineer’s Scale ONLY – Not Smaller than 1” = 60’)
3. Indicate “North” with directional arrow
4. Proposed structure(s) with all dimensions, including POOLS
5. Existing structure(s) with all dimensions, including POOLS
6. Distance(s) between structures
7. Distances all structure(s) to all property lines
8. Description of each structure’s use
9. Adjacent streets/roads
10. Location of driveway(s) and material used (i.e., gravel, concrete…)
11. Location, size, dimensions of septic system with leach area (show perc test holes, 100% expansion area [minimum distance from septic & leach], length & slope of outlet lines [5’ minimum], distribution box/diversion valve, inspection pipe(s) length, width & number of leach lines [distance between trenches], degree of slope in leaching area, length & slope of building sewer lines, setbacks from property lines, buildings, wells, dry washes, other sewage systems, water lines) {Note: If individual wells provide water, maintain minimum septic setbacks of 50' from property lines and 100' from all wells including neighboring wells.}
12. Locations of all utility poles, meters, and lines
13. All easements regardless of purpose must be displayed
14. Slope information: slope information may be given in feet or percentage of slope
   a. Indicate high and low point of lot if lot slopes
   b. Indicate by arrows the direction of slope
   c. Indicate how much difference there is in elevation (in feet) between high and low point.
15. Any watercourse(s) on the parcel or within 200 feet of existing or proposed structure(s); wells within 100 feet of the parcel; and road-cuts within 50 feet of the parcel (A watercourse is defined as any topographic feature that carries water periodically. Other appropriate terms might be wash, creek, river arroyo, slew or drainage way.) Distance from the closest structure to the top of any watercourse. Indicate elevation difference of proposed building site to the lowest wash elevation adjacent to the building site.
16. Location of existing roadside ditches and road culverts with size
17. Layout of parking spaces, including handicapped, per use requirements (pertains to all except single family dwelling permits)
18. Signage must be identified but requires a separate permit
19. Location and type of exterior lighting
20. Location where orange card will be posted.
21. **Full size SITE PLAN must also include existing and proposed grades, building pad elevations, drainage, and, cut and fill amounts.**

## Drainage Report/Plans

Drainage Report/Plans (if required) must be in accordance with the Yavapai County Drainage Criteria Manual. (See the Flood Control District with any questions.)