

# Salt River Pima-Maricopa Indian Community

## RESIDENTIAL HAUL PERMIT SUBMITTAL CHECKLIST

Email Subject Line: When emailing your PDF File, please include submittal description under the Subject line of your email to ensure it is not SPAM. (Example: Charlie Brown 1st Submittal MH set)

Email to: [plan.submittal@srpmic-nsn.gov](mailto:plan.submittal@srpmic-nsn.gov) and [ecscompliance01@srpmic-nsn.gov](mailto:ecscompliance01@srpmic-nsn.gov)

### FILE NAMING AND FORMAT REQUIREMENTS

- Name each supporting document (e.g. Permit Application, Site Plan, Survey, Environmental Clearance Memo, Homesite Lease, etc.)

NAMING CONVENTION AND FORMAT SHOULD BE AS FOLLOWS: (pdf format only).

#### ☐ **Residential Permit Application**

*\*Under "contractor" list name of the haul and set up company.*

*\*Under Project address, list address where MH is being permanently set.*

*\*Under "Applicant" list the person who will be notified when permit is ready to be issued.*

#### ☐ **Copy of the Recorded Homesite Lease**

#### ☐ **Agriculture Review** – Realty will work with EDD-AG on any Agriculture harvesting (if applicable)

#### ☐ **EPNR Environmental Clearance Memo**

#### ☐ **GIS Address Assignment Letter**

#### ☐ **Legal Plat or Boundary Survey**

#### ☐ **Site Plan**

*\*Will include lot dimensions, mobile home dimensions, setbacks, proposed septic/disposal field location, water meter, and electric service.*

#### ☐ **Tie Down Information**

#### ☐ **Completed Mobile Home Set-up/Scope Responsibility Confirmation Form**

### **APPROVAL:**

Once the permit review is completed and approved, applicant will receive an email notification that the permit is ready to be issued. A copy of the permit and the SRPMIC stamped permit set of drawings will be emailed via Bluebeam session or email attachment (depending on how large the file is). It is the responsibility of the applicant to ensure the contractor has the approved/stamped plans on site.

Before permit issuance, **Contractor must also have a current SRPMIC Business License.** One can be obtained at the following link: <https://businesslicense.srpmic-nsn.gov/LicenseTax/>

# QUESTIONS AND ANSWERS

**Q:** Who do I contact for water and sewer services, trash service and construction of any culvert crossing?

**A:** Contact Customer Service at Public Works at 480-362-5600

**Q:** Who shall I contact for an address?

**A:** Contact ECS (480-362-7900) and request GIS Addressing or email [GIS@srpmic-nsn.gov](mailto:GIS@srpmic-nsn.gov) to obtain an address if there is no existing one.

**Q:** Who shall I contact for electricity?

**A:** Contact the ECS Right-of-Way Division at 480-362-6870 or email [ECS-ROW@srpmic-nsn.gov](mailto:ECS-ROW@srpmic-nsn.gov).

**Q:** Can I submit a Site Plan 60% or 90% ready stamped to ECS Compliance?

**A:** No, ECS Compliance accepts only a complete Site Plan accompanied by all documents at the time of application.

**Q:** Who do I contact to submit a Request for Environmental Review?

**A:** Leave a voicemail on the CDD/EPNR hotline at 480-362-7500 or email [EPNR@srpmic-nsn.gov](mailto:EPNR@srpmic-nsn.gov). Please allow a minimum of six (6) weeks to process the form.

**Q:** Who should submit documents for a mobile home permit to ECS-Compliance?

**A:** There is no restriction on who, but ECS Compliance prefers that responsibility to be the installer (contractor) to avoid missing documentation.

**Q:** When can the installer submit documents to ECS Compliance for permit and how?

**A:** Please submit to [plan.submittal@srpmic-nsn.gov](mailto:plan.submittal@srpmic-nsn.gov) and [ecscompliance01@srpmic-nsn.gov](mailto:ecscompliance01@srpmic-nsn.gov) as soon as you collected all nine (9) documents listed on the ECS Compliance Residential Haul Permit Submittal Checklist above.

**Q:** Can I install the mobile home myself?

**A:** No, SRPMIC has adopted and follows the rules established by the State, which prohibits homeowners to install mobile homes themselves. All contractors have to be State Certified and have a SRPMIC Business License.

**SRPMIC ECS Compliance Website:** [www.srpmic-nsn.gov/government/ecs/construction-compliance/](http://www.srpmic-nsn.gov/government/ecs/construction-compliance/)





## SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY

ECS Compliance Division Plan Review and Inspections

### MOBILE HOME SET-UP SCOPE/RESPONSIBILITY FORM

**THIS FORM MUST BE COMPLETED AND SUBMITTED TOGETHER WITH PERMIT APPLICATION. IT WILL BE RETURNED TO THE APPLICANT ALONG WITH THE APPROVED PLANS AND PERMIT WHICH MUST ALL BE RETAINED ON-SITE**

***Check the applicable boxes and list the responsible party for installation***

***\*\*SRPMIC adoption of the Arizona Manufacture Housing Regulations does not allow homeowners to perform any work\*\****

#### TYPE OF ELEMENT

#### RESPONSIBLE PARTY FOR INSTALLATION

<input type="checkbox"/> Pad Construction	_____
<input type="checkbox"/> Blocking/Tie Downs	_____
<input type="checkbox"/> Electrical service on pole/pedestal	_____
<input type="checkbox"/> Existing SES to be reused	_____
<input type="checkbox"/> Sewer under unit to Stub Out	_____
<input type="checkbox"/> Water under unit to Stub Out	_____
<input type="checkbox"/> Electrical from unit to SES	_____
<input type="checkbox"/> Gas under unit to supply source	_____
<input type="checkbox"/> Propane Tank	_____
<input type="checkbox"/> Skirting	_____
<input type="checkbox"/> Exterior HVAC	_____
<input type="checkbox"/> Stairs	_____
<input type="checkbox"/> Other (describe)	_____

**NOTE: SRPMIC PUBLIC WORKS DEPT WILL INSTALL ALL WATER & SEWER SERVICE LINES TO STUB-OUT AND WILL MAKE THE FINAL CONNECTIONS. DO NOT CONNECT TO ANY EXISTING WATER OR SEWER LINES. INSTALLER SHALL FOLLOW THE MANDATORY SRPMIC WATER & SEWER STUB OUT DETAILS PROVIDED WITH THE APPROVED DOCUMENTS.**

**Please provide the following information for any entity NOT listed on the permit application**

Contractor: _____	Address: _____
City/State/Zip Code: _____	
Telephone #: _____	email: _____
AZ Contractor License #: _____	SRMPIC Bus. License #: _____
Contractor: _____	Address: _____
City/State/Zip Code: _____	
Telephone #: _____	email: _____
AZ Contractor License #: _____	SRMPIC Bus. License #: _____

# MOBILE HOME GUIDELINES

Provided as a courtesy from the ECS-Design Division and is intended to supplement any Homesite Ground Lease instructions from CDD-MRPM.

## STEP 1: ECS-Right of Way (ROW): Contact Patricia Almaraz at 480-362-5604 or Melissa Judge at 480-362-3183

As the Applicant or new homeowner, you must provide a copy of the following documents.

- ❖ Recorded Homesite Ground Lease
- ❖ Survey Plat

### Notes:

1. A recorded homesite ground lease is not required if this is a sole landowner situation. If you do not have legal ingress/egress, you are solely responsible for obtaining the necessary roadway and/or utility easements that cross adjacent allotted or tribal lands. The Applicant/Homeowner may be required to obtain a Private Driveway License in order to receive utility services.
2. A Homesite Ground Lease can be obtained through the CDD-MRPM Division. Call the Realty Hotline at 480-362-7610, Press #2 Homesites.
3. Please note that SRPMIC has adopted the State of Arizona regulations regarding manufactured housing which prohibits the homeowner from performing any of the work themselves, with the exception of clearing the lot.

### APPLICANT/HOMEOWNER IS RESPONSIBLE FOR THE FOLLOWING:

- Provide dimensions and floor plan of the manufactured home or mobile home, so the ECS Department can prepare a Site Plan. For example: Double Wide Mobile Home: 36-ft. wide x 80-ft. in length.
- Provide the ECS-ROW Office a rough sketch showing where you want to place your mobile home within the homesite boundary. The sketch should show which direction you want your front door to face (i.e. North, South, East, West) and which side of the house will your driveway be located?. FYI, minimum SRPMIC lot set-back requirements are:

- ❖ Front Yard – 20-ft.
- ❖ Rear Yard – 25-ft.
- ❖ Side Yard adjacent to street or driveway – 20-ft.
- ❖ Side Yard not adjacent to street or driveway – 12-ft.

45-60 days before any earth work, submit a Request for Environmental Review (RER) to CDD/EPNR. For assistance, leave a voice mail on the EPNR hot line at (480) 362-7500 or email [epnr@srpmic-nsn.gov](mailto:epnr@srpmic-nsn.gov)

- Scrape and level your lot. *The SRPMIC no longer clears homesite lots. It is your responsibility to scrape and level your lot.*
- Construct a mobile home pad. The mobile home pad is typically 6-inches of Aggregate Base Course (ABC) at 95% rel. compaction that extends 5-ft. beyond the limits of your mobile home. *Do not construct your pad until you have a permit from ECS-Compliance; see Step 2!*
- Purchase Tie-Downs. You will need to provide the tie-down information when you submit your application for a Haul Permit.
- Mobile Home Skirting (Optional, but highly encouraged.)
- Stairs/Ramp
- Electrical pole, service panel and conduit. You must hire a certified electrician to make the connection from panel to your mobile home. *If you are purchasing from a mobile company you should include these items in your set-up package along with your tie-downs.*
- A certified plumber will need to make the connection for water and septic.
- Once you have a delivery date scheduled contact CDD-MRPM a minimum of 3-days prior and request your homesite corners be staked so your Contractor/Mobile Transport Company knows where to set the mobile home.

### ENGINEERING & CONSTRUCTION SERVICES (ECS) WILL PROVIDE THE FOLLOWING:

- Will prepare a basic site plan for you. The site plan is critical for street addressing and for the coordination of your utility services (electric, water, sewer, telephone, etc.). *If the Applicant desires a pit-set foundation or roll-on type foundation, they will have to hire a consultant to perform a geotechnical investigation and to prepare a grading & drainage plan.*
- Will provide you with a physical address.

### PUBLIC WORKS (PW) WILL PROVIDE THE FOLLOWING:

- Water line; Public Works will stub out the water line within 3-ft. of the mobile home.
- Septic system; Public Works will stub out the septic line within 3-ft. of the mobile home.
- Public Works will provide a driveway culvert adjacent to the public street, if needed.

## STEP 2: ECS-Compliance: Contact Jewel Waters at 480-362-7900

- Apply for a Haul Permit. Please email the following documents to [plan.submittal@srpmic-nsn.gov](mailto:plan.submittal@srpmic-nsn.gov).
  - Residential Permit Application (You will need to fill out this form)
  - Recorded lease
  - EPNR Environmental Clearance Memo
  - GIS Address Letter
  - Survey Plat
  - Site Plan (Must include lot dimensions, mobile home dimensions, setbacks, proposed septic/disposal field location, water meter, and electrical service).
  - Tie-Down Information
- **Tie-Downs, auger anchors, and foundation systems must be installed by an installer licensed by the Arizona Department of Housing. Installer must be identified on your Haul Permit application.**
  - Completed Mobile Home Set-Up/Scope Responsibility Form (You will need to fill out this form)

Note: Before a permit issuance, the Contractor/Mobile Transport Company must also have a current SRPMIC Business License. One can be obtained at the following link: <https://businesslicense.srpmic-nsn.gov/LicenseTax/>

### STEP 3: Salt River Project: Call 602-236-0777

- Call SRP and request New Electrical Service. You will need to provide the following information.
  1. Ask for construction for “New Service” on the Salt River Pima-Maricopa Indian Community.
  2. Provide your homesite address.
  3. State that it will be 200 AMP.
  4. Provide measurements of your mobile home.
  5. State whether you have A/C and heating.
  6. State whether you prefer overhead (cheapest) OR underground (expensive).

A Cost Contract will be generated by SRP once they receive the service request (if applicable). SRP will notify ROW staff when a contract is completed (2-3 weeks). **Note: The Cost Contract payment can vary, but the minimum cost would be \$2,625.00; this must be paid before SRP will move forward with service. This fee estimate is for overhead service only. If you prefer underground service there will be extra costs.**

#### PAYMENT OPTIONS

<b><u>ELECTRONIC CHECK (Fastest Option)</u></b> Please call 602-236-0821 and SRP will be able to take your payment over the phone Monday through Friday from 7:30am to 4:00pm.  You will need to have your bank account, bank routing number and must be an authorized signer on the bank account. You will need to email your signed contract to <a href="mailto:SRPCONTRACT@srpnet.com">SRPCONTRACT@srpnet.com</a>	<b><u>MAIL</u></b> Please mail your signed contract and invoice along with a check or money order to:  Customer Construction Payment/XCT-330 Salt River Project P.O. Box 52025 Phoenix, AZ 85072-2025
<b><u>OVERNIGHT DELIVERY</u></b> Please overnight your signed contract and invoice along with a check or money order to:  Salt River Project Customer Construction Services Payment/XCT-330 2727 E. Washington St. Phoenix, AZ 85034-1403	<b><u>WIRE TRANSFER</u></b> Please include your Job Name and Job Number for identification purposes. Please email your signed contract to <a href="mailto:SRPCONTRACT@srpnet.com">SRPCONTRACT@srpnet.com</a> You may wire transfer directly to: JP Morgan Chase ACH ABA#122100024 Wire ABA#021000021 Account#000005688

### STEP 4: Utility Services

- Once you have a Haul Permit, schedule your mobile home delivery date. **Once you have a delivery date scheduled, please contact the CDD-MRPM Hotline at 480-362-7610, Press #2 Homesites and request the homesite lot be staked. The ECS-Survey Division needs at least 3-days advance notice prior to the mobile home delivery date.**
- Once the mobile home has been delivered and tied down call the ECS-Compliance Division at 480-362-7910 to schedule a site inspection. Contact Salt River Project (SRP) at 602-236-6300 to schedule a site inspection.  
  
SRP will perform the electrical design regarding the electrical poles, electrical lines, transformer, etc. SRP will “flag” the homesite with small pink flags (about 5” from the ground) to specify where to place the electrical pole and service panel.
- If you pass inspection, SRP will place a “green tag” on your service panel and ECS-Compliance will send a “Letter of Compliance” to SRP.
- Contact Saddleback Communications at 480-362-7150 to request service and to set-up an account.
- Contact Public Works at 480-362-5600 to request sewer, water, and trash pick-up services.

### STEP 5: Service Line Agreement (SLA)

SRP-Survey will complete a field-survey of what was constructed. SRP-Survey will prepare a Service Line Agreement (SLA) and will forward to the SRP-Land Department (3-4 weeks).

The SRP-Land Department will submit a Service Line Agreement (2 originals) to ECS-ROW. The ROW staff will route for signatures and submit to the BIA for filing. Once filed with BIA, ROW staff will provide one original to SRP and one original to you for your records. SRP will not release the job to be “energized” until both inspections are completed and the SLA has been “executed”.

When the “executed” SLA is received by SRP, the SRP-Land Agent will release the job internally to SRP-Construction and schedule a date to come onto your property to energize your home.

Congratulations, your new home should be all set-up now with water, sewer, tele/data, and electrical service. Enjoy your new home!