



Development Services

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MEMORANDUM

TO: Cochise County Board of Supervisors
FROM: Christine McLachlan, AICP, Development Services Director
FOR: Sharon Gilman, County Administrator
SUBJECT: Docket R-25-02 (Fee Schedule Amendment, Development Services)
DATE: August 5, 2025

I. BACKGROUND

Cochise County maintains a collaborative partnership with the Arizona Department of Housing (ADOH) to conduct inspection services and enforce installation standards for manufactured homes across unincorporated areas of Cochise County and the incorporated communities of Tombstone and the City of Douglas. According to the agreement, the County aligns its fees with those outlined in the ADOH Fee Schedule to ensure consistency. The permit fees collected by the County support the compensation for these services under the terms of the agreement. Based on the ADOH Fee Schedule for the 2026 Fiscal Year, staff proposes the following updates to the Development Services Fee Schedule

II. PROPOSED CHANGES PER ARIZONA DEPARTMENT OF HOUSING FY 2026 FEE SCHEDULE

14.12 AZ DEPARTMENT OF HOUSING (MANUFACTURED HOMES AND FACTORY BUILT BUILDING)

Tables from the Arizona Department of Housing		
	Current	Proposed
Mobile/Manufactured (MFG) Home - Includes 3 Inspections	\$650 each	\$700 each
Factory Built Building – Residential - Includes 3 Inspections	\$650 per story	\$650 per story
Factory Built Building – Non-Residential - Includes 3 Inspections	\$6.00/LF per story	\$7.00/LF per story
Factory Built Building – Classroom - Includes 3 Inspections	\$3.00/LF per story	\$4.00/LF per story
Re-Inspection Fee for Manufactured/Mobile Home/Factory-Built Building	\$175	\$185
6 Month Extension on Permit (Manufactured/Mobile Home/Factory-Built Building)	\$100	\$150
Mobile/Manufactured Home Surcharge (After-the-fact permit)	\$220	\$220

HISTORY
 Amended by Res. 24-14 on 10/1/2024

Changes:

- Mobile/Manuf home inspection increased \$50
- FBB Commercial increased \$1/LF per story
- FBB Classroom increased by \$1/LF per story
- Re-inspection increased by \$10
- 6 month permit extension increased by \$50

III. SUMMARY & RECOMMENDATIONS

Cochise County maintains an Inspection Services Agreement (ISA) with the Arizona Department of Housing (ADOH) to conduct inspections for mobile homes, manufactured homes, and factory-built buildings (FBBs) within the county. Under this agreement, and in accordance with Arizona Revised Statutes (A.R.S.) § 41-4004(A)(5), the County is authorized to enforce installation standards consistent with those established by ADOH. As part of this arrangement, the County is required to adopt ADOH's fee schedule for these inspections. ADOH periodically updates its fees to account for inflation and administrative costs. Consequently, the County's fee adjustments reflect these changes to ensure compliance with state regulations and to recover the costs associated with providing inspection services. These fees are user-paid charges designed to recoup the cost of conducting inspections. After careful review, staff has concluded that the suggested changes to the Cochise County Development Services Fee Schedule directly correlate with and adequately compensate for the costs associated with the services for which the fees are charged. This ensures that our fee structure remains both fair and justifiable.

Staff requests that the Board consider and approve the proposed changes as presented.
