

Idaho Manufactured Home Permitting Process

October 7th, 2020

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Definitions

Mobile Home: Those homes constructed prior to June 15, 1976 and manufactured to various state- or locally-adopted codes. Any structure constructed *after* this date is not a mobile home.

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Modular Home: Homes built to state-adopted codes (i.e., IRC, NEC, etc.). Same standards as a site-built home.

Tiny Home: Homes built that are 399 sq ft or smaller and remain on a chassis; if placed on a foundation then are treated as modular (and must comply with state-adopted codes)

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Standard Set: Refers to a home placed upon piers and footings and not upon a permanent foundation

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Standard Set: Refers to a home placed upon piers and footings and not upon a permanent foundation

DAPIA: The “DAPIA” is the home manufacturer’s Design Approval Agency. All manufactured home designs must be approved by the manufacturer’s DAPIA prior to construction of the home in the manufacturing facility. The DAPIA also approves foundation plans.

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Permitting

Steps that must be taken when installing a manufactured home

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Permitting

Steps that must be taken when installing a manufactured home

1. Determine jurisdiction.
 - a. If there is a local building department, then all permits & inspections are obtained through that local jurisdiction (exception: Mfg Tag if home is new)
 - b. If there is no local jurisdiction (example: most of Idaho County) then all permits and inspections are obtained through Division of Building Safety

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Steps that must be taken when installing a manufactured home

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 - a. If there is a local building department, then all permits & inspections are obtained through that local jurisdiction (exception: Mfg Tag if home is new)
 - b. If there is no local jurisdiction (example: most of Idaho County) then all permits and inspections are obtained through Division of Building Safety
2. Obtain foundation permit if home will be placed upon permanent foundation
 - a. Submit foundation plan with foundation application
 - i. Foundation plan must be stamped by Idaho-licensed engineer, Idaho-licensed architect, or by the home manufacturer's DAPIA
 - b. Once foundation permit is issued, schedule inspection
 - i. Inspection must take place **prior to pouring concrete**
 - c. Foundation permit will have "BLD" prefix (example: "BLD2009-00001")
 - d. Once foundation passes inspection the Installation Permit and Installation Tag may be obtained (if these were applied for at same time as foundation permit, they will be held until foundation passes inspection, then issued/released)



APPLICATION FOR MANUFACTURED HOME FOUNDATION PERMIT / REAL PROPERTY CONVERSION

In areas where there is not an approved local building program, whomever (Idaho-licensed building contractor or homeowner) constructs a concrete foundation for a manufactured home must purchase a foundation permit from the Division of Building Safety (DBS) prior to the installation of the foundation.

★ A plan review for the foundation must be completed before the foundation permit can be issued. Submit a .pdf of the foundation plan with your application. This foundation plan must conform with Part 24 Code of Federal Regulations § 3285.301 (Subpart D - Foundations) in that the plans must be designed and certified by a registered professional engineer or registered architect, either of your own choosing or provided by the manufactured home manufacturer's Design Approval Agency ("DAPIA")

If you are requesting a real property conversion, please attach the following documentation in addition to the application:

- HUD label number for each section and a copy of the compliance certificate (aka, "data plate")
- Copy of professional engineer's analysis verifying code compliance of the foundation
- Copy of original installation permit number



STATE OF IDAHO DIVISION OF BUILDING SAFETY

1090 East Watertower Street, Suite 150
Meridian, Idaho 83642
Ph: 1-800-955-3044
Fax 1-877-810-2840
dbs.idaho.gov

APPLICATION FOR MANUFACTURED HOME FOUNDATION PERMIT / REAL PROPERTY CONVERSION

Please fill out this application completely and submit with payment. If you have questions or need assistance completing the application, please call the Division of Building Safety. Please note: permit fees are non-refundable and non-transferrable.

APPLICATION TYPE: New Foundation Permit (\$65) or Real Property Conversion (\$65)

➡ Foundation is for New Manufactured Home: or Used (Previously occupied) Manufactured Home:

HOMEOWNER'S NAME: _____ PHONE #: _____

IDAHO LICENSED CONTRACTOR NAME: _____

BUREAU OF OCCUPATIONAL LICENSING/RCE #: _____

HUD LABEL NUMBERS/HOME SERIAL NUMBER: _____
(for property conversion only)

JOB SITE ADDRESS: _____

CITY: _____ ZIP _____ COUNTY _____

GPS COORDINATES (If required to locate jobsite): LONGITUDE: _____ LATITUDE: _____

If this application is being made for a new foundation, inspection must be requested after forms and reinforcing steel have been placed and before the concrete is poured. New foundations require a plan review. See pg 1 of this form.

If this application is being made for a real property conversion, please submit the required information as outlined on pg 1 of this form.

THIS PERMIT APPLICATION IS NOT AN INSPECTION REQUEST After the foundation plan has been approved, please call 1-800-839-9239 or go to dbs.idaho.gov to schedule your inspection.

We Accept: cash, check, money order, Visa and MasterCard Make checks payable to the Division of Building Safety or DBS	TOTAL FEES PAID: _____
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SELECT THE METHOD YOU WISH TO RECEIVE YOUR PERMIT: **EMAIL** ___ **MAIL** ___ **FAX** ___ (FAX #: _____)

PUBLIC RECORDS NOTICE – Business information such as your company address and phone number is considered public information under the Idaho Public Records Act. Your business address and phone number may be provided to a third party upon written request.

PURCHASER'S SIGNATURE: _____

PRINTED NAME: _____ DATE: _____

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1. Determine jurisdiction.
 - a. If there is a local building department, then all permits & inspections are obtained through that local jurisdiction (exception: Mfg Tag if home is new)
 - b. If there is no local jurisdiction (example: most of Idaho County) then all permits and inspections are obtained through Division of Building Safety

2. Obtain foundation permit if home will be placed upon permanent foundation
 - a. Submit foundation plan with foundation application
 - i. Foundation plan must be stamped by Idaho-licensed engineer, Idaho-licensed architect, or by the home manufacturer's DAPIA
 - b. Once foundation permit is issued, schedule inspection
 - i. Inspection must take place **prior to pouring concrete**
 - c. Foundation permit will have "BLD" prefix (example: "BLD2009-00001")
 - d. Once foundation passes inspection the Installation Permit and Installation Tag may be obtained (if these were applied for at same time as foundation permit, they will be held until foundation passes inspection, then issued/released)

Note: If the home is installed prior to the foundation being passed by the inspector, then the installer may be subject to civil penalties

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 - a. If there is a local building department, then all permits & inspections are obtained through that local jurisdiction (exception: Mfg Tag if home is new)
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 - a. Submit foundation plan with foundation application
 - i. Foundation plan must be stamped by Idaho-licensed engineer, Idaho-licensed architect, or by the home manufacturer's DAPIA
 - b. Once foundation permit is issued, schedule inspection
 - i. Inspection must take place **prior to pouring concrete**
 - c. Foundation permit will have "BLD" prefix (example: "BLD2009-00001")
 - d. Once foundation passes inspection the Installation Permit and Installation Tag may be obtained (if these were applied for at same time as foundation permit, they will be held until foundation passes inspection, then issued/released)

Note: If the home is installed prior to the foundation being passed by the inspector, then the installer may be subject to civil penalties

3. Obtain Installation Permit and Installation Tag
 - a. Installation Tag not required if home was previously occupied
 - i. Installation Tag is **always and only** obtained from DBS, regardless of location or jurisdiction
 - b. Both Installation Permit and Installation Tag will have "MFG" prefix (example: "MFG2009-00001")
 - c. Schedule inspection once home is installed
 - i. Inspection must take place **prior to occupancy by homeowner**
 - ii. Do not schedule an inspection under the Installation Tag number



APPLICATION FOR MANUFACTURED HOME INSTALLATION PERMIT

The owner or installer of a manufactured home must purchase an installation permit from the Division of Building Safety (DBS) prior to the installation of a manufactured home in areas where there is not approved local building program.

It may also be necessary for you to obtain a permit through the local building department in your area. If the installation is outside a local building jurisdiction, it must be permitted through DBS. Consult your local building authority to see if an installation permit is required in the local area. Fees for the permits are set by the jurisdiction having authority.

The licensed manufactured home installer must sign off on the completed installation checklist before an actual inspection can be made by either the local building department or DBS.

The Manufactured Home Installation Inspection Checklist must be made available to the inspector at the time of inspection and a copy to the Division of Building Safety.



APPLICATION FOR MANUFACTURED HOME
INSTALLATION PERMIT

Please fill out this application completely and submit with payment. If you have questions or need assistance completing the application, please call the Division of Building Safety. Please note: permit fees are non-refundable and non-transferrable.

WHO IS PURCHASING THE PERMIT? (CHECK ONE): ___ HOMEOWNER ___ INSTALLATION COMPANY

HOMEOWNER'S NAME: _____

INSTALLER'S COMPANY NAME: _____ License #: _____

HUD TAG OR SERIAL NUMBER: _____

IS THIS A NEW HOME YES ___ NO ___ IF YES, SEE INFORMATION SHEET REGARDING INSTALLATION TAG

HOMEOWNER'S MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ EMAIL: _____

SELECT THE METHOD YOU WISH TO RECEIVE YOUR PERMIT: EMAIL ___ MAIL ___ FAX ___

JOB SITE ADDRESS: _____ CITY: _____ ZIP: _____

COUNTY: _____ GPS COORDINATES (If known); LONGITUDE: _____ LATITUDE: _____

WILL THIS UNIT BE PLACED ON A FOUNDATION? YES ___ NO ___ IF YES - You must request a foundation permit from the local building department or the Division of Building Safety (whichever has jurisdiction) and have received a passing final inspection before issuance of your installation permit. Please provide foundation permit information below:

Building Dept: _____ Permit: _____ Inspection Date: _____

Fees:

Single Section \$150.00 ___ Double Section Unit \$200.00 ___ Triple Section or more \$250.00 ___

THIS PERMIT APPLICATION IS NOT AN INSPECTION REQUEST: Please call 1-800-839-9239 or go to dbs.idaho.gov to schedule your inspection.

Table with 2 columns: Payment methods (We Accept: cash, check, money order, Visa and MasterCard; Make checks payable to the Division of Building Safety or DBS) and GRAND TOTAL FEES PAID*.

PUBLIC RECORDS NOTICE - Business information such as your company address and phone number is considered public information under the Idaho Public Records Act. Your business address and phone number may be provided to a third party upon written request.

PURCHASER'S SIGNATURE: _____

PRINTED NAME: _____ DATE: _____



MANUFACTURED HOME CHECKLIST

1090 East Watertower Street, Suite 150
Meridian, Idaho 83642
Ph: 1-800-955-3044
Fax 1-877-810-2840

HOMEOWNER'S NAME: _____ ADDRESS OF HOME: _____

CITY: _____ ZIP CODE: _____

INSTALLER NAME: _____ ADDRESS OF BUSINESS: _____

CITY: _____ ZIP CODE: _____

INSPECTOR NAME: _____

PERMIT VERIFICATIONS

Foundation Permit #	AHJ	Date Finaled
Notes:		N/A
Set Only Permit #	AHJ	Date Finaled
Notes:		N/A
Electrical Permit #	AHJ	Date Finaled
Notes:		N/A
Mechanical Permit #	AHJ	Date Finaled
Notes:		N/A
Plumbing Permit #	AHJ	Date Finaled
Notes:		N/A

BUILDING INSPECTOR VERIFICATIONS

Minimum two separate exits w/ approved landings, steps and rails	PASS		FAIL		N/A	
Exterior lights at both exits	PASS		FAIL		N/A	
Sleeping room windows sized for emergency egress and in working condition	PASS		FAIL		N/A	
Smoke detectors in sleeping rooms and hallways - tested	PASS		FAIL		N/A	
CO detectors in hallways - tested	PASS		FAIL		N/A	
Address posted and clearly visible from street	PASS		FAIL		N/A	
Fire separation from attached garage	PASS		FAIL		N/A	
Owner or agent present during inspection	YES		No.			

INSTALLER VERIFICATIONS

HUD Installation tag obtained from Division of Building Safety	YES		#			
Zoning approval from Local Authority Having Jurisdiction	YES		No.		N/A	
Site Conditions - Grading, Drainage, Access and Flood hazard	PASS		FAIL		N/A	
Foundation permitted and inspected	YES		No.		N/A	
Anchorage and tie-downs - Location, spacing, attachment, embedment	PASS		FAIL		N/A	
Longitudinal tie downs installed	PASS		FAIL		N/A	
Stabilizer plates installed	PASS		FAIL		N/A	
Structural connections - Roof, eaves, endwalls, floors and gasketing	PASS		FAIL		N/A	
All shipping blocks and straps removed	PASS		FAIL		N/A	
Optional features installed - skirting, stairs, patio covers, etc.	PASS		FAIL		N/A	
Completion of operational checks and adjustments	PASS		FAIL		N/A	
Roofing damage repaired, flashings and roof jacks in place	PASS		FAIL		N/A	

REAL PROPERTY DESIGNATION (IF APPLIES) – BUILDING INSPECTOR

Installed on concrete foundation in accordance with Idaho Manufactured Home Installation Standard 504.01 (a)	
Installed on block foundation in accordance with Idaho Manufactured Home Installation Standard 504.01 (b)	
Installed on pressure treated wood foundation in accordance with IMHIS 504.01 (c)	

Installer Certification:

I hereby certify, in accordance with the Idaho Manufactured Home Installation Standards, that the manufactured home identified above has been installed in accordance with an installation design and instructions that have been provided by the manufacturer and approved by DAPIA or by an installation design and instructions that have been prepared and certified by a professional engineer or registered architect that have been approved by the manufacturer and the DAPIA as providing a level of protection for residents of the home that equals or exceeds the protection provided by the federal standards. It is a crime to knowingly make false statements and/or certifications in any matter within the jurisdiction of the US such as the certification on this or any similar form.

Installer Signature: _____ Date: _____

Inspector:

I have performed a visual inspection in accordance with the Idaho Manufactured Home Installation Standards of the manufactured home installation identified above. I have inspected the home for life safety issues to include but not limited to the items listed under "Building Inspector Verifications" above. I hereby certify that the subject home is approved for occupancy on the date of my signature below.

Inspector Signature: _____ Date: _____

Inspector Notes:



APPLICATION FOR MANUFACTURED HOUSING INSTALLATION TAG

The US Department of Housing and Urban Development (HUD) through its Office of Manufactured Housing has established installation requirements for new (not previously installed) manufactured homes. The State of Idaho through the Division of Building Safety (DBS) serves as the state administrative agency for manufactured housing. As such, DBS has been required to establish an installation inspection program to assure that all new (not previously installed) manufactured homes are installed in accordance with the installation instructions provided by the home's manufacturer.

To accomplish this, DBS had to assure HUD that all new (not previously installed) manufactured home installations would be inspected. The legislature approved statute and rule changes establishing a statewide inspection program utilizing local inspection jurisdictions where available. In those areas of the state where no local building code enforcement program exists, DBS will perform the inspections.

Effective July 1, 2013, before a new (not previously installed) manufactured home can be installed, an installation tag must be purchased from DBS. The fee for the tag is \$50, and the proceeds are used to establish and maintain a registry of new manufactured home installations in Idaho.

The installation may also be required to be permitted through the local building department and permitted through DBS. Fees for the permits are set by the jurisdiction having authority. The licensed manufactured home installer must sign off on the completed installation checklist before the actual inspection is made by the inspection agency.



STATE OF IDAHO DIVISION OF BUILDING SAFETY

1090 East Watertower Street, Suite 150

Meridian, Idaho 83642

Ph: 1-800-955-3044

Fax 1-877-810-2840

APPLICATION FOR MANUFACTURED HOUSING INSTALLATION TAG

Please fill out this application completely and submit with payment. If you have questions or need assistance completing the application please call the Division of Building Safety. Please note: tag fees are non-refundable and non-transferable.

WHO IS PURCHASING THE TAG? (CHECK ONE): HOMEOWNER INSTALLATION COMPANY

HOMEOWNER'S NAME: _____

INSTALLER'S COMPANY NAME: _____

INSTALLER'S LICENSE #: _____

IS THIS A NEW HOME: YES NO YEAR: _____

HUD LABEL NUMBER(S): (Red metal plate attached on the exterior, near the rear of each section. Each section will have a label.) _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

EMAIL ADDRESS: _____

JOB SITE ADDRESS: _____

CITY: _____

ZIP: _____ COUNTY: _____

GPS COORDINATES (If known); LONGITUDE: _____

LATITUDE: _____

THIS TAG APPLICATION IS NOT AN INSPECTION REQUEST: Please call 1-800-839-9239 or go to dbs.idaho.gov to schedule your inspection.

SELECT THE METHOD YOU WISH TO RECEIVE YOUR TAG: (Please Circle One): **EMAIL** **MAIL** **FAX**

We Accept: cash, check, money order, Visa and MasterCard Make checks payable to the Division of Building Safety or DBS	TAG COST	\$50.00
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PRINTED NAME: _____ DATE: _____

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Documentation

1. Installation Manual
 - a. If the home is new (not previously occupied), the manufacturer's installation standard that is shipped with the home **MUST** be used.
 - b. If the home is used (already occupied by a homeowner at a previous location), the Idaho Installation Standard **MUST** be used.
 - i. See *Idaho Code § 44-2201 Mobile/manufactured homes installation*

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 - b. If the home is used (already occupied by a homeowner at a previous location), the Idaho Installation Standard **MUST** be used.
 - i. See *Idaho Code § 44-2201 Mobile/manufactured homes installation*
2. Installation Checklist
 - a. Part of the Manufactured Home Installation Permit Application (pages 3-4)
 - b. The installer must complete and sign off the checklist prior to the installation inspection
 - i. See *Idaho Code § 44-2202 (5) Installation permits and inspections required*

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References & Contacts

1. Idaho Code and the supporting Idaho Administrative Procedures Act (“IDAPA”)
 - a. <https://dbs.idaho.gov/wp-content/uploads/sites/105/2020/06/Factory-Built-Structures-Statutes-Rules-Book-2020.pdf>

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 - a. <https://dbs.idaho.gov/wp-content/uploads/sites/105/2020/06/Factory-Built-Structures-Statutes-Rules-Book-2020.pdf>
2. Most-recent versions of the Applications required (foundation, Installation, and Tag)
 - a. <https://dbs.idaho.gov/forms-applications/manufactured-housing-forms-applications/>
 - i. Please visit the website on a periodic basis to ensure the forms or applications you submit are the most-recent version. Though it is rare, using an outdated application may further delay the issuance of a permit

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3. DBS Building Inspectors
 - a. <https://dbs.idaho.gov/inspections/building-inspectors/>
 - i. This is a list of all DBS building inspectors throughout the state, with phone numbers

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 - i. Please visit the website on a periodic basis to ensure the forms or applications you submit are the most-recent version. Though it is rare, using an outdated application may further delay the issuance of a permit
3. DBS Building Inspectors
 - a. <https://dbs.idaho.gov/inspections/building-inspectors/>
 - i. This is a list of all DBS building inspectors throughout the state, with phone numbers
4. DBS Plan Review
 - a. For questions regarding foundation plan reviews, please call (800) 955-3044 and ask for “Building Plan Review” and your call will be transferred

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Questions?

Mike Davis
DBS Building Inspector
1090 E Watertower St, Ste 150
Meridian ID 83642
208-332-7132 (office)

If I can't answer, please leave a message!