



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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PUBLIC RECORDS NOTICE— Business information such as your company address and phone number is regarded as public information according to 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: _____