



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.

To determine the jurisdiction that would issue your permit please reference the listing of DBS's jurisdiction by City on our website at dbs.idaho.gov.

The Manufactured Home Installation Inspection Checklist must be made available to the inspector at the time of inspection.



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: _____

INSTALLER'S LICENSE # _____ HUD TAG OR SERIAL NUMBER: _____

IS THIS A NEW HOME: YES NO (IF YES, PLEASE SEE THE INFORMATION SHEET REGARDING INSTALLATION TAG)

HOMEOWNER'S MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

EMAIL ADDRESS: _____

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

JOB SITE ADDRESS: _____

CITY: _____

ZIP: _____ COUNTY: _____

GPS COORDINATES (If known); LONGITUDE: _____

LATITUDE: _____

Single Section Unit	\$150.00
Double Section Unit	\$200.00
Triple or more Section Unit	\$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.

We Accept: cash, check, money order, Visa and MasterCard
Make checks payable to the Division of Building Safety or DBS

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 INSTALLATION INSPECTION CHECKLIST

IDAHO DIVISION OF BUILDING SAFETY

Inspector's Name	Inspector Phone #	Date
Installer Company Name	Installer Phone #	Installer License #
Printed Name of Person Installing	Signature of Person Installing	
Dealer		HUD Tag or Serial Number
Job Name/Address	City	Zip Code

Site Conditions

Zoning approval from LAHJ (<i>ask - if yes OK, if no call LAHJ</i>)	Yes	No	N/A
DBS-issued installation tag available for inspection? Tag # _____	Yes	No	N/A
Manufacturer's Installation instructions or engineering specs if different from instructions	Yes	No	N/A
Alternate Construction letter available (<i>when applicable</i>) See page 3	Yes	No	N/A
Fire separations and setbacks provided per LAHJ (<i>ask - if yes OK, if no call LAHJ</i>)	Yes	No	N/A
Access to site available	Yes	No	N/A
Flood hazard provisions (<i>when applicable</i>) (<i>ask - if yes OK, if no call LAHJ</i>) (see page 6 and 10)	Yes	No	N/A
Home site is prepared and graded for drainage with no pooling (<i>visually inspect</i>)	Yes	No	N/A

Foundation Construction

6-mil vapor retarder installed under home (<i>when applicable</i>) Check manual to see if necessary	Yes	No	N/A
Verify correct footing size (<i>page 8 or manufactures installation manual</i>)	Yes	No	N/A
Footing depth accurate for frost depth	Yes	No	N/A
Footing locations per manufacturer's instructions (<i>need the pier spec, it may not be in the manual</i>)	Yes	No	N/A
12" minimum clearance under main frame (<i>check for exclusions in the manual</i>)	Yes	No	N/A
18" minimum clearance under floor joists	Yes	No	N/A
Pier heights per manufacturer's instructions. Under 36 inches single stack, over see manual	Yes	No	N/A
Column post support piers properly sized and located, find in the pier specs or manual (<i>page 17</i>)	Yes	No	N/A
Perimeter piers placed per manufacturer's instructions (<i>outriggers are acceptable</i>)	Yes	No	N/A
Finished floor is 18" above Base Flood Elevation	Yes	No	N/A

Structural Connections

Shipping blocks and straps removed	Yes	No	N/A
Hinged roof and eaves secured in place, MANDATORY, (<i>check before sections are put together</i>)	Yes	No	N/A
Floors, endwalls, and roofs are properly aligned	Yes	No	N/A
Gaps screwed shimmed and plumbed in marriage line at floor attic and walls (<i>no large gaps</i>)	Yes	No	N/A
Non-porous gasket installed at marriage line, some may allow porous. Check manual	Yes	No	N/A
Roof secured at marriage line	Yes	No	N/A
Endwalls secured at marriage line	Yes	No	N/A

Floors secured at marriage line	Yes	No	N/A
Interior wall secured at marriage line	Yes	No	N/A

Anchoring and Tie Downs

Approved anchors and straps <i>(see anchor literature from installer/dealer)</i>	Yes	No	N/A
Anchors approved for soil conditions <i>(see anchor literature from installer/dealer)</i>	Yes	No	N/A
Anchor location and spacing per manufacturer's instructions	Yes	No	N/A
Anchor depth in soil per manufacturer's instructions <i>(below the frost line)</i>	Yes	No	N/A
Proper anchor strap attachment to chassis <i>(buckle must be at the top, see instructions)</i>	Yes	No	N/A
Longitudinal tie downs are installed <i>(when applicable) see the installation manual</i>	Yes	No	N/A
Stabilizer plates installed, only needed if anchor head faces straight up or away from the home	Yes	No	N/A
Anchors in the concrete pier must be an approved anchor for concrete	Yes	No	N/A

Mechanical Connections

Appliance connections conform with manufacturer's instructions <i>(should be done at the factory)</i>	Yes	No	N/A
Appliance shipping blocks and straps are removed	Yes	No	N/A
Ship-loose flue vents are installed through roof and flashed	Yes	No	N/A
Range and dryer exhausts are properly installed	Yes	No	N/A
Range and dryer exhausts are properly terminated	Yes	No	N/A
Gas system supply connection is made with approved materials <i>(verify, don't inspect)</i>	Yes	No	N/A
Fuel oil system supply connection is made with approved materials <i>(verify, don't inspect)</i>	Yes	No	N/A
Condensate lines drain outside home for A/C and condensing furnace, if present	Yes	No	N/A
Cross-over ducting properly supported above the ground <i>(may not be present)</i>	Yes	No	N/A
Cross-over ducting has no crimps, tears, or compression	Yes	No	N/A
Gas cross over connection is made with approved materials <i>(Verify, don't inspect)</i>	Yes	No	N/A
All required tests have been successfully completed	Yes	No	N/A
Mechanical inspection completed? Final issued?	Yes	No	N/A

Electrical Connections

Panel amperage matches connection to home <i>(mandatory)</i>	Yes	No	N/A
Electrical connections at marriage line have been properly made <i>(verify)</i>	Yes	No	N/A
Electrical connections at marriage line have proper polarity	Yes	No	N/A
Electrical connections at marriage line have j-box covers reattached	Yes	No	N/A
Marriage line access panels are insulated and secured in place	Yes	No	N/A
Chassis of multiple section homes are bonded <i>(mandatory)</i>	Yes	No	N/A
Electrical inspection completed? Final issued?	Yes	No	N/A

Final Elements

Exterior siding trimmed, flashed, and sealed	Yes	No	N/A
Windows and doors trimmed and sealed	Yes	No	N/A
Roofing damage repaired with no holes or exposed fasteners	Yes	No	N/A
Roof flashings and roof jacks in place	Yes	No	N/A
Hinged roof and eaves have roofing applied	Yes	No	N/A

Roof cap and roofing material is applied at marriage line	Yes	No	N/A
Doors and window open and close easily (<i>means of egress</i>)	Yes	No	N/A
Bottom board damage is repaired and sealed	Yes	No	N/A

(Final Elements continued)

Gutters (when installed) divert water away from foundation	Yes	No	N/A
Skirting is supported, has access, and is properly vented according to the installation manual.	Yes	No	N/A
Finish grading provides grade away from home	Yes	No	N/A
Foundation drains are in place (<i>when applicable</i>)	Yes	No	N/A
Labels, insignia, and data plate are in place	Yes	No	N/A

Plumbing Connections

Water and drain connections have been properly made	Yes	No	N/A
Ship-loose plumbing is installed	Yes	No	N/A
Drain line piping is graded and has cleanouts when required	Yes	No	N/A
Drain and water pipe materials are approved type (schedule 40 for sewer) page 50 manual	Yes	No	N/A
Drain and water piping is supported at proper intervals (sewer 4 ft.)	Yes	No	N/A
Drain and waterline penetrations through floor have been sealed	Yes	No	N/A
Plumbing access covers and insulation have been replaced	Yes	No	N/A
Water lines and P-traps are protected from freezing	Yes	No	N/A
Water and drain crossover connections have been properly made	Yes	No	N/A
Plumbing inspection completed? Final issued?	Yes	No	N/A

Additional Comments