



State of Idaho  
DIVISION OF BUILDING SAFETY  
MODULAR BUILDINGS  
1090 East Watertower Street, Ste. 150 Meridian, Idaho 83642-3556

**Instructions for obtaining approval, inspections and insignia for modular buildings (not regulated by HUD) for use in the State of Idaho**

For proposed new prefabricated modular structures (constructed off-site in a manufacturing facility):

**Step 1**

- Submit the “Modular Building Permit / Plan Review Application.” The permit needs to include the Idaho General Contractor Registration Number (for Idaho manufacturers only) **(To get the instructions to upload plans electronically – 1st E-mail completed application(s) and credit card authorization form to DBS)**
- Pay the appropriate permit and plan review fees based on the total construction value (material and installation costs for all construction performed in the factory (FOB). Electrical, plumbing and HVAC system fees (total cost of material and labor for each system) if installed in the factory, needs to be identified on the permit. If any code required items are to be installed on-site, please indicate those items on the plans. Separate permits and inspections are required for work performed on-site through the local jurisdiction or the Idaho Division of Building Safety.
- For plan review: Submit at least two complete sets of plans, specifications, structural calculations, electrical, plumbing, mechanical and energy code compliance forms. Plans and structural calculations are to be prepared and sealed by an Idaho licensed engineer. Three copies of each complete set of plans are required for out-of-state modular building manufacturers. Four copies of each complete set of plans are required for Idaho, Oregon, Washington manufacturers utilizing the tri-state agreement. **(Manufacturers utilizing ID., OR., WA tri-state agreement cannot submit plans electronically)**

**ELECTRONIC OPTION: Click here or go to**  
[http://dbs.idaho.gov/programs/plan\\_review/submittal.html](http://dbs.idaho.gov/programs/plan_review/submittal.html)

- Out-of-state manufacturers are required to use Idaho authorized third party inspector(s) to perform inspections on behalf of the Division of Building Safety.

**Step 2**

- The manufacturer is authorized to proceed with construction of a modular building after the plans have been approved **and the applicable permit has been issued.**
- Inspections for the building/structural, electrical, mechanical and plumbing systems by the Division or the authorized third party inspector(s) must be performed during the different stages of construction as required by Idaho adopted codes and Division rules.
- Upon completion of the construction and final acceptance by the Division or authorized third party inspector(s), the appropriate modular insignia(s) shall be attached to the building(s) in accordance with Division’s insignia location regulations.
- The modular insignia serves as evidence of compliance with Idaho adopted codes and standards for building/structural, electrical, mechanical and plumbing systems. Modular buildings **not** bearing the required insignia will automatically be deemed non-approved and shall be considered in violation of Idaho laws and regulations governing prefabricated buildings and are not permitted to be installed in Idaho.

**For pre-existing prefabricated modular structures (constructed off-site in a manufacturing facility) not bearing Idaho insignias**

**Step 1**

- **Same as Step 1 above** except the plans are to include both the as-built plans and plans showing any proposed work for correction or modification in order to comply with current codes adopted by the state of Idaho.
- Submit detailed inspection records compiled by an Idaho authorized third party inspector(s) compiled at the time of original construction.

**Step 2**

- Following approval of the submitted plans, the owner is obligated to bring the building into full compliance with current state adopted codes and standards, and **subject the building and all construction components to a complete visual inspection process to verify compliance with those codes and standards.**
- **The visual inspection will necessitate uncovering all concealed building elements or components in order to perform all required building, electrical, energy, mechanical and plumbing inspections.**
- Any necessary repairs, corrections or reconstruction work to bring the building into compliance with current state codes and standards will be subject to re-inspection.
- Upon completion of the construction and final acceptance by the Division, the modular insignia(s) shall be attached to the building(s) in accordance with Division's insignia location regulations.