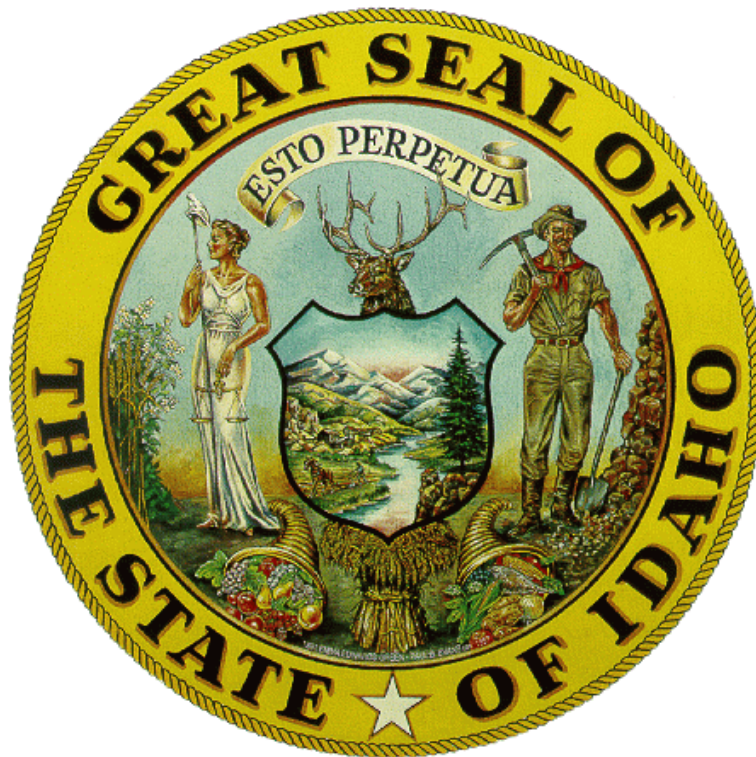


DIVISION OF BUILDING SAFETY  
FACTORY BUILT STRUCTURES  
ADVISORY BOARD  
VIDEOCONFERENCE MEETING

FEBRUARY 12, 2019



# FACTORY BUILT STRUCTURES ADVISORY BOARD

**Agenda Item No. 01**

**Agenda and Minutes**

**PRESENTER:** Markus Alley, Chairman

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**OBJECTIVE:** Approve Factory Built Structures Advisory Board's February 12, 2019 Agenda, July 10, 2018 Meeting Minutes and November 8, 2018 Special Meeting Minutes.

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**ACTION:** Consent

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**BACKGROUND:**

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**PROCEDURAL HISTORY:**

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**ATTACHMENTS:** Tentative Agenda and Draft Minutes

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# **TENTATIVE AGENDA**

## **NOTICE OF PUBLIC MEETING**

### **FACTORY BUILT STRUCTURES ADVISORY BOARD VIDEOCONFERENCE MEETING**

**Division of Building Safety  
1090 East Watertower Street, Suite 150, Meridian  
1250 Ironwood Drive, Suite 220, Coeur d'Alene  
2055 Garrett Way, Building 1, Suite 4, Pocatello  
Teleconference – 877-820-7831--529619  
dbs.idaho.gov – (208) 332-7137**

**Tuesday, February 12, 2019**

**9:30 a.m. – 11:30 a.m. (MST)**

**8:30 a.m. – 10:30 a.m. (PST)**

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**9:30 a.m. CALL TO ORDER** – Markus Alley, Chairman

- Roll Call & Introductions
- Open Forum

#### **CONSENT AGENDA**

1. Approval of the February 12, 2019 Agenda, July 10, 2018 Draft Minutes, and November 8, 2018 Special Draft Minutes – Markus Alley

#### **INFORMATIONAL AGENDA**

2. Statewide Training and Meeting Report – Teri Ottens, Idaho Housing Alliance
3. Governor's Executive Orders – Patrick Grace, Regional Manager
4. Eliminate Specialty License for "Mobile Home Set-Up or Installers" – John Nielsen, Plumbing Program Manager
5. Manufactured Home Installation Tag – Patrick J. Grace, Regional Manager
6. Amendments to the Idaho Installation Standard – Patrick J. Grace
7. Administrator Report – Chris L. Jensen, Administrator
  - a. Financial Report

**11:30 a.m. ADJOURN**

*For additional agenda information, refer to the packet, available one week prior to this meeting, at the DBS's central and regional offices and <https://dbs.idaho.gov/boards/fbsboard/fbsmeetings.html>. All times, other than beginning, are approximate and scheduled in accordance to Mountain Standard Time (MST), unless otherwise noted. Agenda items may shift depending on the Factory Built Structures Advisory Board's preference. 02/05/2019rb*

**FACTORY BUILT STRUCTURES ADVISORY BOARD  
VIDEOCONFERENCE MEETING**

**Tuesday – July 10, 2018 – 9:30 a.m. (MDT)**

**Division of Building Safety  
1090 East Watertower Street, Suite 150, Meridian  
1250 Ironwood Drive, Suite 220, Coeur d'Alene  
2055 Garrett Way, Building 1, Suite 4, Pocatello**

**\*DRAFT MINUTES OF THE JULY 10, 2018 MEETING**

*NOTE: The following report is not intended to be a verbatim transcript of the discussions at the meeting, rather to record the significant features of those discussions.*

Chairman Markus Alley called the meeting to order at 9:36 a.m. (MDT)

**Board Members Present:**

Markus Alley, Chairman  
Jeff Chrisman, Vice-Chairman  
Mike Jensen  
Kenna Draper  
Brian Mattson

**DBS Staff Members Present:**

Chris L. Jensen, Administrator  
Ron Whitney, Deputy Administrator  
Larry Jeffres, Regional Manager, Region 1  
Patrick J. Grace, Regional Manager, Region 2  
Jeff Egan, Regional Manager, Region 3  
Renee Bryant, Administrative Assistant 2

◆ **Open Forum**

There were no new issues to address during open forum.

◆ **Approval of the July 10, 2018 Agenda**

**MOTION:** Jeff Chrisman made a motion to approve the agenda as presented. Kenna Draper seconded. All in favor, motion carried.

◆ **Approval of the May 8, 2018 Board Meeting Minutes**

**MOTION:** Kenna Draper made a motion to approve the minutes as written. Jeff Chrisman seconded. All in favor, motion carried.

◆ **Election of Officers**

On the first day of July or as soon as thereafter as practicable, the Board elects a chairman, vice-chairman and secretary from among its members.

Chairman

**MOTION:** Jeff Chrisman made a motion to nominate Markus Alley as chairman. Mike Jensen seconded. All in favor, motion carried.

Vice-Chairman

**MOTION:** Mike Jensen made a motion to nominate Jeff Chrisman as vice-chairman. Kenna Draper seconded. All in favor, motion carried.

Secretary

**MOTION:** Kenna Draper made a motion to nominate Spencer McLean as secretary. Mike Jensen seconded. All in favor, motion carried.

◆ **Schedule 2019 Board Meetings**

The meeting dates for 2019 are February 12th, May 14th, and July 9th.

**MOTION:** Kenna Draper made a motion to approve the 2019 meeting dates. Mike Jensen seconded. All in favor, motion carried.

◆ **Limited Plumbing License for Installers**

The Idaho Plumbing Board controls a set of specialty licenses that impact the installation of manufactured homes. Board Member Mike Jensen stated the license in question is limited to the connection of the water supply line to a plumbing drain line under the home; however, the requirements to get the license seems overly burdensome/demanding compared to the limited scope of work and risk to the public. The Division was asked if it would review the requirements of the installer exam and license with the Idaho Plumbing Board; moving the license under the Factory Built Structures Advisory Board and/or expand the authority of the licensee to pull permits.

Suggestions were: 1) Installer take a reasonable test to receive the specialty license, 2) Installer not work under a plumbing contractor, 3) The connection on a HUD home be under the installer license, 4) Licensed plumbing contractor connect the IRC manufactured homes and modular units, and 5) No specialty license.

Plumbing Program Manager John Nielsen reiterated the Board would like to eliminate the plumbing mobile home set-up for installer license. This would put HUD homes under the installation instructions and require a licensed plumbing contractor to tie stub-ins and run the plumbing underneath the homes. The license requirements are in rule; therefore, any changes need to go through the negotiated rulemaking process and legislature.

**ACTION:** The Plumbing Program Manager will address the topic *Limited Plumbing License for Installers* with the Idaho Plumbing Board.

◆ **Reduction of Fees**

Providing the background on the two financial statements that impact the Board, HUD grant and licensing/plan reviews/permit fees, Deputy Administrator Ron Whitney addressed the Factory Built Structures Advisory Board Fund, FY 2017 Financial Statement, as of May 31, 2018. The revenue and cash on hand are substantial and continue to rise. The Chairman has discussed with DBS the possibility of reducing fees; i.e., cost of plan reviews, permits, etc. The PWCL Board created, with no issues, a temporary rule with a sunset clause; reducing fees by 20 percent. Suggestions were for DBS to either perform an analysis of the Board's funds to decrease the fee schedule or add additional inspectors at the factories.

◆ **Administrator Report**

Financial Report – The financial report was addressed under the topic *Reduction of Fees*.

City of Meridian – DBS has been providing building and electrical inspections for the city of Meridian; however, will discontinue when the contract expires in September 2018. Building and electrical inspectors will be reassigned within the Division.

Extended Core Facility (ECF) – It will take approximately 1,000 tradesmen and ten years to build the new ECF in Blackfoot. This facility will support nuclear reactor defueling and refueling schedules required to meet the operational needs of the U.S. Navy.

Housing – H-2A housing is starting to ramp up. Employers must provide housing at no cost to H-2A workers and workers in corresponding employment who are not reasonably able to return to their residence within the same day. An H-2A worker is a temporary, nonimmigrant worker that performs agricultural labor or services of a temporary or seasonal nature.

NewCold – The Netherlands-based company, NewCold, will invest \$90 million to build the nation’s largest European-style frozen storage facility in Burley.

In-Plant Finished Panels – Coterra is taking the whole portable construction concept of modular and manufacturing housing to a new level by building finished panels in the plant. Rather than use licensed contractors, journeymen and apprentices, it prefers to work with individuals specifically trained to build wall panels. The process developed would change the inspection process, as well as change the qualifications of who can do the work.

Limited Plumbing License for Installers (Cont’d) – The current plumbing rules do not reference a specialty journeyman to install modular/manufactured homes. Therefore, anyone that can show two years of experience in the field with this specialty is eligible to take the specialty contractor exam and pull permits. The Division will modify the *Application for Examination as a Manufactured Housing Retailer, Resale Broker, or Installer*, decrease the number of questions on the exam, and meet with the Idaho Plumbing Board to remove from its rule verbiage pertaining to the plumbing mobile home set-up for installer license.

**ACTION:** The Plumbing Program Manager will address the topic *Limited Plumbing License for Installers* with the Idaho Plumbing Board to remove the installer license from its rules, and the application will be modified, as well as the exam questions.

◆ **Adjournment**

**MOTION:** Jeff Chrisman made a motion to adjourn the meeting. Mike Jensen seconded. All in favor, motion carried.

The meeting adjourned at 11:07 a.m. (MDT)

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MARKUS ALLEY, CHAIRMAN  
FACTORY BUILT STRUCTURES  
ADVISORY BOARD

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CHRIS L. JENSEN, ADMINISTRATOR  
DIVISION OF BUILDING SAFETY

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DATE

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DATE

*\*These DRAFT minutes are subject to possible correction and final approval by the Factory Built Structures Advisory Board. 12/12/2018rb*

**FACTORY BUILT STRUCTURES ADVISORY (FBSA) BOARD  
SPECIAL TELECONFERENCE/VIDEOCONFERENCE MEETING**

**Thursday – November 8, 2018 – 9:30 a.m. (MST)**

**Division of Building Safety  
1090 East Watertower Street, Suite 150, Meridian  
1250 Ironwood Drive, Suite 220, Coeur d’Alene  
2055 Garrett Way, Building 1, Suite 4, Pocatello**

**\*DRAFT MINUTES OF THE NOVEMBER 8, 2018 MEETING**

*NOTE: The following report is not intended to be a verbatim transcript of the discussions at the meeting, but rather to record the significant features of those discussions.*

Chairman Markus Alley called the meeting to order at 9:30 a.m. (MST)

**Board Members Present:**

Markus Alley, Chairman  
Kenna Draper  
Spencer McLean  
Ken Roche  
Michael Hampton  
Brian Mattson (Teleconference)  
Jeff Chrisman (Teleconference)

**DBS Staff Members Present:**

Chris L. Jensen, Administrator (Teleconference)  
Ron Whitney, Deputy Administrator  
Spencer Holm, Deputy Attorney General  
Larry Jeffres, Regional Manager, Region 1  
Patrick J. Grace, Regional Manager, Region 2  
Jeff Egan, Building Program Manager  
Renee Bryant, Administrative Assistant 2

◆ **Approval of the November 8, 2018 Agenda**

The Idaho Open Meeting Law requires the posting of an agenda no later than 24-hours before a special meeting. It was discovered the code of interest, Idaho Code § 39-4303 *Fees*, was not on the agenda. To comply with the law, the Board must pass a motion to amend the original agenda and provide a good faith reason why the new item was not included on the original agenda notice.

**MOTION:** Ken Roche made a motion to accept the revised agenda. Kenna Draper seconded. All in favor, motion carried.

◆ **Review a Request for a Change to Idaho Code § 39-4303 and/or a Temporary Rule to Reduce the Modular Building Permit Fees**

Deputy Administrator Ron Whitney provided the background behind the consideration to reduce permit fees, which would be approximately 15 percent.

In Idaho Code § 39-4303(1)(a) *Fees*, Table 1-A references the 1997 Uniform Building Code (UBC). Although the 1997 UBC is no longer available, statute still supersedes rule. Therefore, to ask for a temporary rule, a change must first be made to the statute to remove the reference to the table and code.

The Board has two options. 1) Go through the normal process to change the statute with the earliest it would go before the legislature is in 2020. 2) Find a legislator willing to sponsor the statutory change. Chairman Alley offered to find a legislator. Deputy Administrator Whitney proposed taking the UBC reference and table out of statute and replace it with the verbiage "... the fee established in rule". The earliest the change would be in effect would be July 1, 2019. The Board agreed to pursue the statute change through a legislator.

**MOTION:** Spencer McLean made a motion to move forward with a statutory change to the fee structure table. Ken Roche seconded. All in favor, motion carried.

At the May 2019 meeting, the Division will provide a proposed temporary rule to reduce the modular building permit fees.

**ACTION:** The Division will provide a temporary rule change at the May 2019 Board meeting to reduce the modular building permit fees.

**ACTION:** The topic *Temporary Rule to Reduce the Modular Building Permit Fees* will be added to the May 14, 2019 agenda as an action item.

◆ **Adjournment**

**MOTION:** Ken Roche made a motion to adjourn the meeting. Spencer McLean seconded. All in favor, motion carried.

The meeting adjourned at 9:58 a.m. (MST)

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MARKUS ALLEY, CHAIRMAN  
FACTORY BUILT STRUCTURES  
ADVISORY BOARD

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CHRIS L. JENSEN, ADMINISTRATOR  
DIVISION OF BUILDING SAFETY

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DATE

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DATE

*\*These DRAFT minutes are subject to possible correction and final approval by the Factory Built Structures Advisory Board.  
12/17/2018rb*





# **Statewide Training and Meeting Report - 2018**

## **MH Installer and Inspector Training**

### **MH Community Meetings**

#### **Training:**

IHA held MH Installer and Inspector Training on the following dates:

October 4 – Boise

Attendees - 27

Inspectors - 26

Installers - 1

October 25 – Twin Falls

Attendees - 9

Inspectors - 6

Installers - 3

October 30 – Pocatello

Attendees - 12

Inspectors - 6

Installers - 6

November 7 – Coeur d'Alene

Attendees - 21

Inspectors - 16

Installers - 5

November 8 – Lewiston

Attendees - 14

Inspectors - 11

Installers – 3

#### **TOTALS:**

Attendees - 83

Inspectors - 65

Installers - 18

# FACTORY BUILT STRUCTURES ADVISORY BOARD

## Agenda Item No. 03

## Governor's Executive Orders

**PRESENTER:** Patrick J. Grace, Regional Manager

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**OBJECTIVE:** To make the Board aware of Executive Orders 2019-01 and 2019-02 related to professional licensing and excessive regulation. Discuss with the Board how to fulfill our agency responsibilities under these executive orders.

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**ACTION:** Informational

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**BACKGROUND:** Following the Licensing Freedom executive order of 2017 (EO 2017-06), and the reports DBS/Board and other agencies prepared in response to that executive order, Governor Little has issued two new executive orders in 2019 intended to implement the intent of the EO 2017-06, as well as implement recommendations from the report that was published in October of 2018 by the Governor's Office summarizing its findings from agency responses it received from EO 2017-06. These two new executive orders require DBS and the Board to review its licensing requirements and any of its regulation, and impacts on businesses, as well as consider certain factors when proposing any new regulation on an occupation it governs. Additionally, the Governor's Office will be reviewing all licensing programs across the State to determine whether to continue or "sunset" them in the best interest of the public.

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## **PROCEDURAL HISTORY:**

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**ATTACHMENTS:** Executive Orders 2019-01 and 2019-02

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*Executive Department  
State of Idaho*

*State Capitol  
Boise*

**EXECUTIVE DEPARTMENT  
STATE OF IDAHO  
BOISE**

***EXECUTIVE ORDER NO. 2019-01***

***LICENSING FREEDOM ACT OF 2019***

---

*WHEREAS, then acting Governor Brad Little issued Executive Order No. 2017-06, the Licensing Freedom Act, on May 19, 2017 (“Licensing Freedom Act of 2017”); and*

*WHEREAS, the Licensing Freedom Act of 2017 initiated an unprecedented effort by executive branch agencies to systematically review applicable professional and occupational licensing laws and solicit feedback from the public. The Licensing Freedom Act was the first comprehensive review of occupational licensure in the state in more than 40 years; and*

*WHEREAS, under the Licensing Freedom Act of 2017, each executive department of the state of Idaho as set forth in section 67-2402, Idaho Code, including each division, bureau or self-governing agency with statutory or regulatory authority to issue a license to an individual, authorizing such person to engage in a profession, vocation or occupation, was required to submit certain information to then Lieutenant Governor Little, no later than July 1, 2018, which included the following information: The timeframe in which a license is either granted or denied; Prerequisites for a license; Renewal requirements; Requirements for accepting or denying an application and license renewal; Qualifications for suspension, revocation, or other disciplinary action; The cost to apply for an application or renewal of a license; The cost for administering the licensing and renewal process; and*

*WHEREAS, then Lt. Governor Brad Little issued a report compiling the reports from each executive department of the state of Idaho as set forth in section 67-2402, Idaho Code, including each division, bureau or self-governing agency with statutory or regulatory authority to issue a license to an individual, authorizing such person to engage in a profession, vocation or occupation, summarizing the findings, and providing a comprehensive snapshot of the scope of occupational licensure in Idaho; and*

*WHEREAS, the Licensing Freedom Act of 2017 report found at least 442 different occupational license types, with at least 204,000 licensees in Idaho, administered by 13 executive branch agencies and 47 boards and commissions; and*

*WHEREAS, in reporting back to the Lt. Governor Little, agencies made 241 total recommendations for improvement, modification, or elimination of licensing requirements or other regulatory burdens; and*

*WHEREAS, the Licensing Freedom Act of 2017 report identified 20 universal recommendations, aimed at identifying recommendations for improvement, modification, and/or elimination of licensing requirements or other regulatory burdens, while still ensuring public protection; and*

*WHEREAS, the top two recommendations from the Licensing Freedom Act Report concerned establishing a sunrise review process for new proposed licenses and a sunset review process for existing licenses.*

*NOW, THEREFORE, I, Brad Little, Governor of the State of Idaho, by virtue of the authority vested in me by the Constitution and laws of this state, do hereby order that:*

- 1. Sunset of professional regulations. Each year, no later than March 31, the Administrator of the Division of Financial Management shall recommend to the Governor the review of no fewer than five (5) professions, vocations or occupations that are licensed by any executive department of the state of Idaho as set forth in section 67-2402, Idaho Code, including any division, bureau or self-governing agency, for the purpose of determining whether the continuation of those regulatory programs is in the public interest. Upon approval by the Governor of the requested reviews, the Division of Financial Management shall conduct such reviews as are determined by the Administrator to be appropriate. The Administrator shall report the findings of the Division of Financial Management's review to the Governor on or before September 30 of each year. This process shall result in the review of the licensure of each profession, occupation, or vocation at least once every four (4) years.*
- 2. Sunrise restrictions on professional regulations. In evaluating proposals to regulate a business, profession or occupation, or to modify the regulation of a business, profession or occupation, the Governor and each executive department of the state of Idaho as set forth in section 67-2402, Idaho Code, including each division, bureau or self-governing agency, shall work with the Legislature to consider the following factors:*
  - a. Whether the unregulated business or practice of the profession or occupation will substantially harm or endanger the public health, safety or welfare and whether the potential for harm is recognizable, quantifiable and not remote; and*

- b. *Whether the practice of the profession or occupation requires specialized skill or training and whether that skill or training is readily available and measurable or quantifiable so that examination or training requirements would reasonably assure initial and continuing professional or occupational ability; and*
- c. *Whether the regulation will have an unreasonable effect on job creation or job retention in the state or will place unreasonable restrictions on the ability of individuals who seek to practice or who are practicing a given profession or occupation to continue to practice or to find employment; and*
- d. *Whether the public is or can be effectively protected by other less restrictive means; and*
- e. *Whether and how the occupation or profession is licensed in other states and the compatibility of the proposed regulation in Idaho with the reciprocity rules of other states; and*
- f. *Whether the proposed regulation considers and addresses the unique needs of military personnel, spouses, and veterans who are members of the occupation or profession addressed; and*
- g. *Whether the overall cost-effectiveness and economic impact of the proposed regulation, including the direct and indirect costs to consumers, will be outweighed by the benefits of regulation; and*
- h. *Whether the proposed regulation is the least restrictive effective regulatory framework capable of adequately protecting the public.*



*Lawrence Denney*

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LAWRENCE DENNEY  
SECRETARY OF STATE

*IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Idaho at the Capitol in Boise on this 31st day of January, in the year of our Lord two thousand and nineteen.*

*Brad Little*

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BRAD LITTLE  
GOVERNOR



*Executive Department  
State of Idaho*

*State Capitol  
Boise*

**EXECUTIVE DEPARTMENT  
STATE OF IDAHO  
BOISE**

***EXECUTIVE ORDER NO. 2019-02***

***RED TAPE REDUCTION ACT***

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*WHEREAS, Idaho's strong economic growth is vital to ensuring our citizens and our children are able to find great jobs and raise their families in Idaho; and*

*WHEREAS, excessive regulation at all levels of government can impose high costs on businesses, inhibit job growth, and impede private sector investment; and*

*WHEREAS, burdensome regulations continue to be a hardship for many small business owners; and*

*WHEREAS, Idaho's Administrative Code has grown to 736 chapters, totaling more than 8,200 pages, and containing more than 72,000 restrictions.*

*NOW, THEREFORE, I, Brad Little, Governor of the State of Idaho, by virtue of the authority vested in me by the Constitution and laws of this state, do hereby order that:*

- 1. Each executive department of the state of Idaho as set forth in section 67-2402, Idaho Code, including each division, bureau or self-governing agency that has the authority to issue administrative rules shall designate an existing employee of the agency as its Rules Review Officer (RRO) to undertake a critical and comprehensive review of the agency's administrative rules to identify costly, ineffective, or outdated regulations.
  - a. Agencies must submit the name and contact information of the RRO to the Division of Financial Management no later than March 1, 2019.**
- 2. Through the end of fiscal year 2021, prior to proposing a new rule for publication in the Idaho Administrative Bulletin, each executive department of the state of Idaho as set forth in section 67-2402, Idaho Code, including each division, bureau or self-governing agency, shall submit to the Division of Financial Management:
  - a. A business/competitiveness impact statement that identifies the impact the proposed rule will have on individuals and small businesses; and**

- b. *At least two existing rules to be repealed or significantly simplified, or a statement clearly and thoroughly stating why existing rules cannot be simplified or eliminated.*
3. *The Division of Financial Management shall produce an annual report to the Governor's office outlining the progress made in eliminating burdensome regulations and streamlining state government.*



*IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Idaho at the Capitol in Boise on this 21st day of January, in the year of our Lord two thousand and nineteen.*

A handwritten signature in blue ink, appearing to read "Brad Little", is positioned above a horizontal line.

BRAD LITTLE  
GOVERNOR

A handwritten signature in black ink, appearing to read "Lawrence Denney", is positioned above a horizontal line.

LAWRENCE DENNEY  
SECRETARY OF STATE



# FACTORY BUILT STRUCTURES ADVISORY BOARD

## Agenda Item No. 04    Eliminate Specialty License for “Mobile Home Set-Up or Installers”

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**PRESENTER:**            John Nielsen, Plumbing Program Manager

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**OBJECTIVE:**            Update the Board on whether the specialty license for “mobile home set-up or installers” will be removed from the Plumbing Board rules.

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**ACTION:**                Informational

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**BACKGROUND:** July 2018 - The Idaho Plumbing Board controls a set of specialty licenses that impact the installation of manufactured homes. Board Member Mike Jensen stated the license in question is limited to the connection of the water supply line to a plumbing drain line under the home; however, the requirements to get the license seems overly burdensome/demanding compared to the limited scope of work and risk to the public. The Division was asked if it would review the requirements of the installer exam and license with the Idaho Plumbing Board; moving the license under the Factory Built Structures Advisory Board and/or expand the authority of the licensee to pull permits.

Suggestions were: 1) Installer take a reasonable test to receive the specialty license, 2) Installer not work under a plumbing contractor, 3) The connection on a HUD home be under the installer license, 4) Licensed plumbing contractor connect the IRC manufactured homes and modular units, and 5) No specialty license.

Plumbing Program Manager John Nielsen reiterated the Board would like to eliminate the plumbing mobile home set-up for installer license. This would put HUD homes under the installation instructions and require a licensed plumbing contractor to tie stub-ins and run the plumbing underneath the homes. The license requirements are in rule; therefore, any changes need to go through the negotiated rulemaking process and legislature.

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**ATTACHMENTS:**    No Documentation

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# FACTORY BUILT STRUCTURES ADVISORY BOARD

**Agenda Item No. 05**

**Manufactured Home Installation Tag**

**PRESENTER:** Patrick J. Grace, Regional Manager

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**OBJECTIVE:** To discuss the possibility of eliminating the requirement to obtain an installation tag from the Division.

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**ACTION:** Informational

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**BACKGROUND:**

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**PROCEDURAL  
HISTORY:**

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**ATTACHMENTS:** Idaho Statute and Administrative Rules

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# Idaho Statutes

Print Friendly

## TITLE 44

## LABOR

## CHAPTER 22

## MANUFACTURED HOME INSTALLATION STANDARD

44-2202. INSTALLATION PERMITS AND INSPECTIONS REQUIRED. (1) The owner or the installer of a mobile or manufactured home must obtain an installation tag and permit as applicable before installing a mobile or manufactured home that will be used as a residence on a building site or in a park. The installer's license must be in effect at the time of the application for the installation permit.

(2) Installation tags shall be obtained from the division of building safety and are required for each installation of a new manufactured home. The fee for the installation tag shall be prescribed in administrative rules promulgated by the administrator of the division of building safety.

(3) Installation permits shall be issued by the division of building safety or a city or county that has by ordinance adopted a building code and whose installation inspection programs have been approved by the division. All installations shall be inspected by the authority having jurisdiction for compliance.

(4) Permit fees shall be prescribed in administrative rules promulgated by the administrator of the division of building safety or as established by the city or county having jurisdiction whose installation inspection program has been approved by the division, as applicable.

(5) Immediately upon completion of the installation of a mobile or manufactured home, a licensed installer or the responsible managing employee of the licensed installer shall perform an inspection of the completed installation to ensure compliance with the applicable installation standard. Such inspection shall be recorded on an inspection record document approved by the division and a copy shall be provided to the homeowner upon completion of the inspection.

## History:

[44-2202, added 1988, ch. 264, sec. 2, p. 522; am. 1993, ch. 372, sec. 9, p. 1343; am. 1997, ch. 228, sec. 2, p. 667; am. 2001, ch. 96, sec. 3, p. 244; am. 2012, ch. 50, sec. 2, p. 146.]

How current is this law?

**Search the Idaho Statutes and Constitution**

ordinance adopted building codes pursuant to Section 39-4116, Idaho Code, and whose installation program has been approved by the Division. Installation permits shall only be issued to the owner of the manufactured home or to a licensed installer. The installer must have a current and valid license in effect at the time of the application for the installation permit. All installations shall be inspected and approved by the authority having jurisdiction before the manufactured home is occupied. (3-27-13)

**014. INSTALLATION PERMIT FEES.**

A city or county whose installation inspection program has been approved by the Division shall establish their own fee schedule for installation permits within their jurisdiction. Permits obtained from the Division shall be accompanied by a fee in accordance with the following schedule: (3-27-13)

**01. Single Section Unit.** The permit fee for a single section unit shall be one hundred fifty dollars (\$150). (3-27-13)

**02. Double Section Unit.** The permit fee for a double section unit shall be two hundred dollars (\$200). (3-27-13)

**03. More Than Two Sections.** The permit fee for a home consisting of more than two (2) sections shall be two hundred fifty dollars (\$250). (3-27-13)

**04. Electrical and Plumbing Permits.** Electrical and plumbing permits are administered separately from installation permits, and fees for such are separate from the fees identified in Section 014. Such fees shall be paid to the Division or other jurisdiction in accordance with the rules promulgated by the governing boards or local ordinance. (3-27-13)

**015. INSTALLATION TAGS REQUIRED.**

The owner or installer of a new manufactured home must purchase an installation tag from the Division of Building Safety prior to commencing the installation of a manufactured home in Idaho. Such tag is required regardless of which jurisdiction has authority to perform the installation inspection. The fee for the installation tag shall be fifty dollars (\$50). (3-27-13)

**016. APPROVAL OF LOCAL MANUFACTURED HOME INSTALLATION INSPECTION PROGRAMS.**

**01. Division Approval.** A city or county that has by ordinance adopted a building code pursuant to Section 39-4116, Idaho Code, is eligible to participate in the inspection of manufactured and mobile homes. Such local installation inspection program shall be approved by the Division to provide inspection services if the following minimum criteria is met: (3-27-13)

**a.** Inspections are conducted by the city or county employing inspectors holding a valid certification as residential building inspector from the International Code Council; (3-27-13)

**b.** Inspectors have attended annual training sessions provided or approved by the Division of Building Safety and received a certificate evidencing successful completion thereof; and (3-27-13)

**c.** Approval of a city or county's inspection program has not been withdrawn by the Administrator of the Division of Building Safety. (3-27-13)

**02. Voluntary Withdrawal.** A city or county may voluntarily withdraw from participation in the program to inspect manufactured homes upon providing to the Administrator of the Division of Building Safety ninety (90) days written notice of its intention to do so. (3-27-13)

**017. WITHDRAWAL OF APPROVAL OF PROGRAMS.**

**01. Division Withdrawal.** Approval of city or county manufactured home installation program may be withdrawn by the Division of Building Safety if it determines that the city or county's program has failed, upon notification of the program deficiencies, to adequately remedy such deficiencies within a period of time specified by

# FACTORY BUILT STRUCTURES ADVISORY BOARD

## Agenda Item No. 06                      Amendments to the Idaho Installation Standards

**PRESENTER:**            Patrick J. Grace, Regional Manager

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**OBJECTIVE:**            Provide awareness to, and input from, the public if DBS makes any amendments to the Idaho Manufactured Home Installation Standards.

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**ACTION:**                Informational

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**BACKGROUND:**

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**PROCEDURAL  
HISTORY:**

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**ATTACHMENTS:**    No Documentation

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# FACTORY BUILT STRUCTURES ADVISORY BOARD

**Agenda Item No. 07**

**Administrator Report**

**PRESENTER:** Chris L. Jensen, Administrator

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**OBJECTIVE:** Provide an overview of the Division's current activities.

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**ACTION:** Informational

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**BACKGROUND:** This topic is addressed at all regularly scheduled Factory Built Structures Advisory Board meetings.

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**PROCEDURAL HISTORY:**

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**ATTACHMENTS:** No Documentation

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# FACTORY BUILT STRUCTURES ADVISORY BOARD

**Agenda Item No. 07a**

**Financial Report**

**PRESENTER:** Chris L. Jensen, Administrator

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**OBJECTIVE:** Review financial report for the Factory Built Structures Advisory Board Fund.

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**ACTION:** Informational

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**BACKGROUND:**

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**PROCEDURAL  
HISTORY:**

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**ATTACHMENTS:** Financial Report

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**Division of Building Safety**  
**FACTORY BUILT STRUCTURES - 0229-28**  
 Fiscal Year 2019 Financial Statements  
 As of 12/31/2018

**Statement of Revenues and Expenditures**

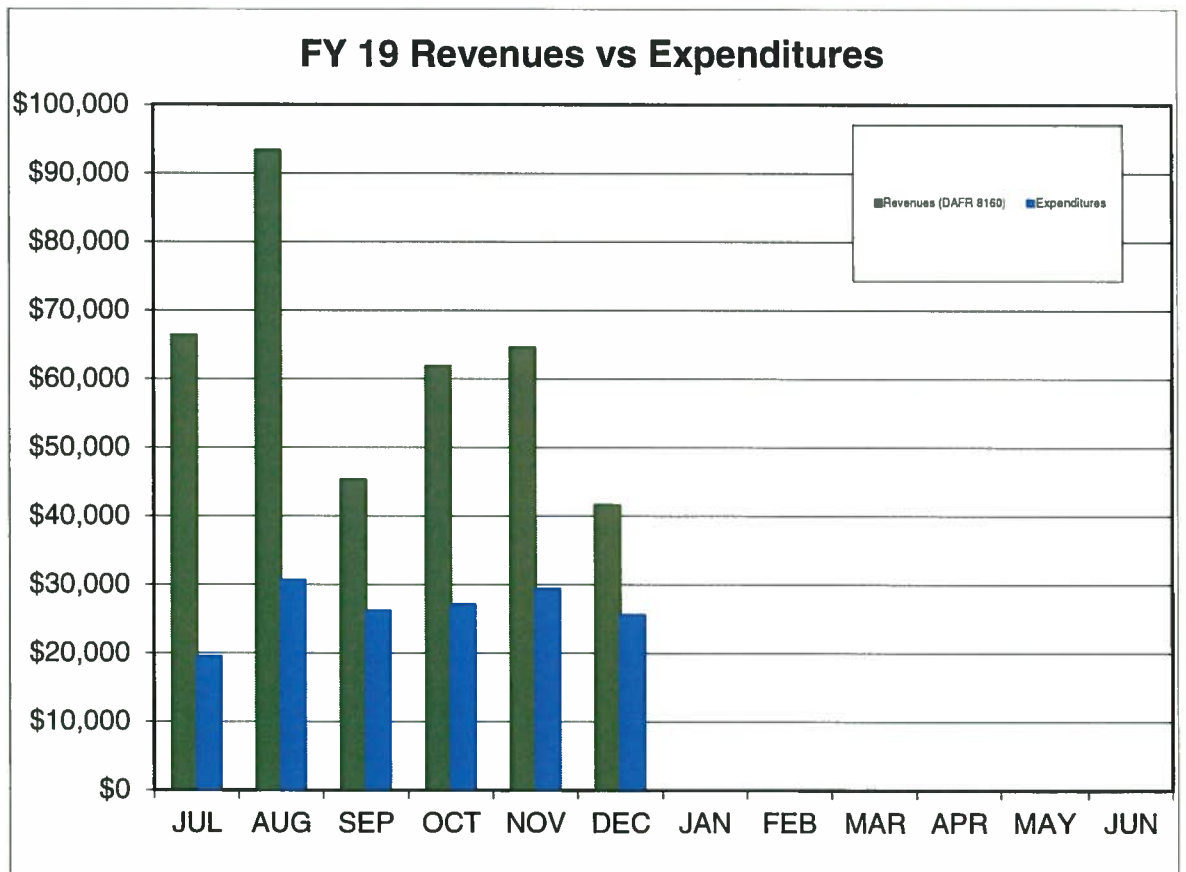
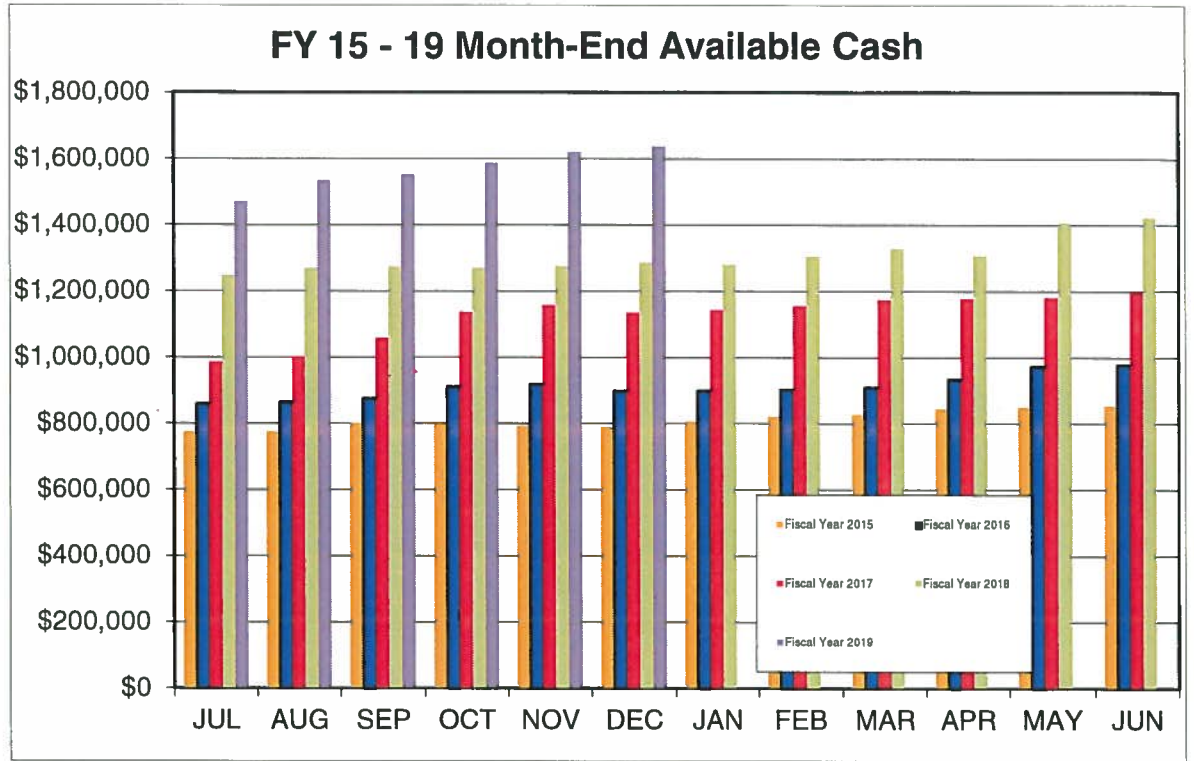
Class	Budget	Fiscal Year To Date	YTD as a % of Budget	Remaining Budget	Projected for Remainder of Year	Projected Year End Totals	Projected Total as a % of Budget
Revenues:	487,489	372,727	76.5%	114,762	228,635	601,363	123.4%
Expenditures							
Personnel:	380,600	124,271	32.7%	256,329	124,271	248,542	65.3%
Operating:	71,200	30,349	42.6%	40,851	14,263	44,612	62.7%
Capital:	35,689	3,586	10.0%	32,104	32,104	35,689	100.0%
Total Expenditures	487,489	158,206	32.5%	329,283	170,637	328,843	67.5%
Net for FY 2019	-	214,521			57,998	272,519	

**Statement of Cash Balance**

	Fiscal Year to Date Revenues	Fiscal Year to Date Expenditures and Encumbrances	Other Changes in Cash	Available Cash as of December 31, 2018	Projected Change in Cash for Remainder of Year	Projected Year End Available Cash
July 1, 2018 Beginning Cash Available	372,727	(158,206)	-	1,636,545	57,998	1,694,543



# FACTORY BUILT STRUCTURES - 0229-28



# FACTORY BUILT STRUCTURES - 0229-28

