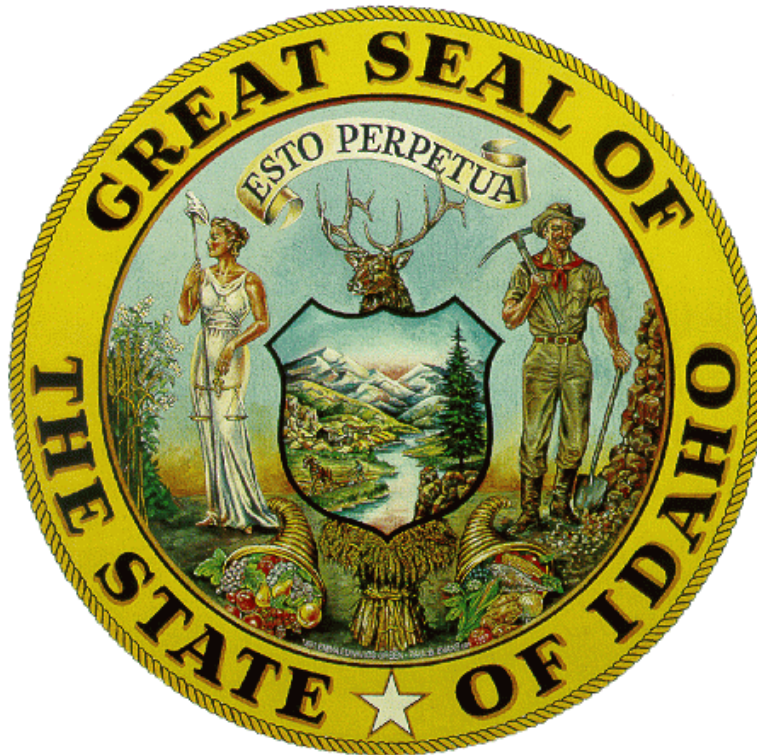


DIVISION OF BUILDING SAFETY  
FACTORY BUILT STRUCTURES  
ADVISORY BOARD  
VIDEOCONFERENCE MEETING

JULY 11, 2017



# FACTORY BUILT STRUCTURES ADVISORY BOARD

## Agenda Item No. 01

## Agenda

**PRESENTER:** Markus Alley, Chairman

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**OBJECTIVE:** Approve agenda for the July 11, 2017 Factory Built Structures Advisory Board meeting.

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**ACTION:** Consent

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**BACKGROUND:**

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**PROCEDURAL  
HISTORY:**

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**ATTACHMENTS:** Tentative agenda

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# **TENTATIVE AGENDA**

## **NOTICE OF PUBLIC MEETING/PUBLIC HEARING**

### **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**

**db.s.idaho.gov – (208) 332-7137**

**Tuesday, July 11, 2017  
9:30 a.m. – 12:00 p.m. (MDT)**

*(Note: North Idaho - Meeting Commences @ 8:30 a.m. PDT)*

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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 July 11, 2017 Agenda – Markus Alley
2. Approval of the May 9, 2017 Draft Minutes – Markus Alley

#### **PUBLIC HEARING**

3. Negotiated Rulemaking -- Review proposed amendments – Markus Alley
  - a. IDAPA 07.03.11 *Rules Governing Manufactured/Mobile Home Industry Licensing*
  - b. IDAPA 07.03.12 *Rules Governing Manufactured or Mobile Home Installations*

#### **ACTION AGENDA**

4. Negotiated Rulemaking -- Vote on proposed amendments – Markus Alley
  - a. IDAPA 07.03.11 *Rules Governing Manufactured/Mobile Home Industry Licensing*
  - b. IDAPA 07.03.12 *Rules Governing Manufactured or Mobile Home Installations*
5. Schedule 2018 Board Meetings – Markus Alley

## **INFORMATIONAL AGENDA**

6. Replacement of Damaged Units in a Multiplex – Markus Alley
7. Energy Recovery Ventilation Systems – Markus Alley
8. Administrator Report – Chris L. Jensen, Administrator
  - a. Financial Report

**12:00 p.m.    ADJOURN**

*All times, other than beginning, are approximate and scheduled in accordance to Mountain Daylight Time (MDT), unless otherwise noted. Agenda items may shift depending on the Factory Built Structures Advisory Board preference. 06/21/2017rb*

# FACTORY BUILT STRUCTURES ADVISORY BOARD

**Agenda Item No. 02**

**Minutes**

**PRESENTER:** Markus Alley, Chairman

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**OBJECTIVE:** Approve minutes from the May 9, 2017 Factory Built Structures Advisory Board meeting.

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**ACTION:** Consent

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**BACKGROUND:**

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**PROCEDURAL HISTORY:**

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**ATTACHMENTS:** Draft minutes

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**FACTORY BUILT STRUCTURES ADVISORY BOARD  
VIDEOCONFERENCE MEETING**

**Tuesday – May 9, 2017 – 9:30 a.m. (MDT)**

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

**\*DRAFT MINUTES OF THE MAY 9, 2017 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.*

Vice-Chairman Jeff Chrisman called the meeting to order at 9:36 a.m. (MDT)

**Board Members Present:**

Jeff Chrisman, Vice-Chairman  
Ken Roche  
Mike Jensen  
Michael Hampton  
Ken Clay – Teleconference

**DBS Staff Members Present:**

Chris L. Jensen, Administrator  
Ron Whitney, Deputy Administrator  
Patrick Grace, Deputy Attorney General  
Arlan Smith, Building Program Manager  
Larry Jeffres, Regional Manager, Region 1  
Jeff Egan, Regional Manager, Region 3  
Renee Bryant, Administrative Assistant 2

◆ **Open Forum**

House (HO) Bill 156 -- Park Model Recreational Vehicles – Jack Lyman, Idaho Housing Alliance (IHA) Representative, notified the Board that HO156 passed the legislature, signed by the Governor, and becomes effective July 1, 2017. The bill defines, in statute, park model recreational vehicles, as well as allows them to be titled and registered through the Idaho Department of Transportation.

Idaho Manufactured Home Installation Standard Manual – Teri Ottens, IHA Representative, provided a brief update on the revision of the installation standards. It is projected the new standards will be available by September 2017.

Board Member Vacancy – Manufacturing of Commercial Modular Structures Representative Ken Clay, Jr. informed the Board he no longer represents Guerdon Modular Buildings nor lives in Idaho.

Administrator Chris L. Jensen will meet with a representative of the Governor’s office to discuss this newly vacated position.

Board Member Clay offered to continue to represent the Board through 2017, if needed.

◆ **Approval of the May 9, 2017 Agenda**

Vice-Chairman Chrisman called for a motion to approve the tentative agenda.

**MOTION:** Mike Jensen made a motion to approve the agenda as presented. Michael Hampton seconded. Vote called. All in favor, motion carried.

◆ **February 7, 2017 Board Meeting Minutes**

Vice-Chairman Chrisman called for a motion to approve the draft minutes.

**MOTION:** Ken Roche made a motion to approve the minutes as presented. Mike Jensen seconded. Vote called. All in favor, motion carried.

◆ **Negotiated Rulemaking**

This is the first of two hearings to discuss proposed amendments to IDAPA 07.03.11 *Rules Governing Manufactured/Mobile Home Industry Licensing* and IDAPA 07.03.12 *Rules Governing Manufactured or Mobile Home Installations*.

IHA Representative Teri Ottens affirmed IHA supports the revision and upgrade of the installation standard for manufactured and mobile homes.

Jack Lyman, IHA Representative, acknowledged the proposed manufactured industry licensing changes, presented by IHA at the February 2017 Board meeting, were in the draft proposal. Also noticed, were updated references to the Board, as well as the addition of the Division's two satellite offices. With those changes, IHA endorses both proposals.

Doug Strunk, Continuing Education Instructor approves the licensing changes. Over the years, Mr. Strunk has addressed this issue in his classes and received favorable support/comments from building inspectors and installers.

Deputy Attorney General Patrick Grace questioned, and Mrs. Ottens' offered, to provide to the Board prior to the July meeting, a final draft of the revised installation standards.

◆ **Amendment to Tri-State Agreement**

As requested at the February meeting, Administrator Jensen contacted the state of Washington to discuss the proposed amendment to the Tri-State Agreement. Never receiving the amendment, Washington is of the same opinion as Idaho that it could potentially cause issues with the Agreement, as well as code requirements. Therefore, the amendment is invalid.

Mike Wolf, KIT HomeBuilders West, provided the history behind the proposed amendment; stating it originated in Oregon.

No further action is required at this time.

◆ **Administrator Report**

Financial Report – Based on the projected year-end balance of revenue, the Board's finances are very healthy. The Division recommends at least one-year worth of income remain in the account; however, at this time, there is a little over two-years of revenue. A suggestion was for the Board to explore the possibility of using some of the income toward newer technology for the DBS.

Permits – On May 8, 2017, the Division issued 247 permits.

Legislation – Approved during the 2017 legislature was the following proposed statute and rule changes.

- Building – 2015 International Building Code, 2015 International Existing Building Code, and 2015 International Energy Conservation Code (commercial only).
- Logging Safety – Numerous logging safety rules; bringing the Logging Safety Program up to current standard.
- Public Works – Clearer statutory language on what constitutes “acting in the capacity of a construction manager”.
- Plumbing – 2015 Idaho State Plumbing Code, civil penalties for contractors, board compensation, and requirement to test for a journeyman license.
- Electrical – 2017 National Electrical Code, homeowners’ exemption, and submersible pumps.

Budget – With regard to capital outlay for improvements, Vice-Chairman Chrisman inquired, and Administrator Jensen offered, to provide to the Board ideas and potential costs to assist in streamlining the Division’s technology; i.e., permitting system. The DBS does not have the spending authority to better meet the needs of the industry; therefore, the Board was encouraged to contact the Governor’s office with suggestions.

**ACTION:** The Administrator will prepare a list of ideas/costs on future technology for the Board.

◆ **Adjournment**

Vice-Chairman Chrisman called for a motion to adjourn the meeting.

**MOTION:** Ken Roche made a motion to adjourn the meeting. Mike Jensen seconded. Vote called. All in favor, motion carried.

The meeting adjourned at 10:06 a.m. (MDT)

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JEFF CHRISMAN, VICE-CHAIRMAN  
FACTORY BUILT STRUCTURES  
ADVISORY BOARD

\_\_\_\_\_  
CHRIS L. JENSEN, ADMINISTRATOR  
DIVISION OF BUILDING SAFETY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

\*These DRAFT minutes are subject to possible correction and final approval by the Factory Built Structures Advisory Board. 06/08/2017rb



# FACTORY BUILT STRUCTURES ADVISORY BOARD

## Agenda Item No. 03a      Negotiated Rulemaking -- IDAPA 07.03.11 Rules Governing Manufactured/Mobile Home Industry Licensing

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**PRESENTER:**      Markus Alley, Chairman

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**OBJECTIVE:**      Review proposed changes to IDAPA 07.03.11 *Rules Governing Manufactured/Mobile Home Industry Licensing*

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**ACTION:**      Informational

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**BACKGROUND:**      The proposal would require an individual to complete at least eight hours of continuing education during the three years immediately preceding the renewal of his license.

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**PROCEDURAL HISTORY:**

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**ATTACHMENTS:**      IDAPA 07.03.11

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**IDAPA 07  
TITLE 03  
CHAPTER 11**

**07.03.11 - RULES GOVERNING MANUFACTURED/MOBILE HOME INDUSTRY LICENSING**

**000. LEGAL AUTHORITY.**

The administrator of the Idaho Division of Building Safety and the Idaho [Manufactured Housing Factory Built Structures](#) Board are authorized to promulgate rules necessary to implement the provisions of Title 44, Chapters 21 and 22, Idaho Code, including the establishment of a mandatory statewide manufactured home setup code, as well as to define and prohibit deceptive practices, and to establish administrative penalties. (3-29-10)

**001. TITLE AND SCOPE.**

**01. Title.** These rules shall be cited as IDAPA 07.03.11, "Rules Governing Manufactured/Mobile Home Industry Licensing," Division of Building Safety. (3-24-05)

**02. Scope.** These rules apply to persons engaged in the business of manufacturing, selling, or installing manufactured or mobile homes for purposes of human habitation (living and sleeping) in the state of Idaho.

**002. WRITTEN INTERPRETATIONS.**

The Division may from time to time provide legal opinions regarding these rules. To the extent not privileged, these documents will be made available for inspection at the Division's main office, 1090 E. Watertower Street, Suite 150, Meridian, Idaho 83642. (3-20-14)

**003. ADMINISTRATIVE APPEALS.**

Procedures for administrative relief of the provisions outlined herein shall be pursuant to Title 67, Chapter 52, Idaho Code, and the "Idaho Rules of Administrative Procedure of the Attorney General," IDAPA 04.11.01.000, et seq. (5-25-94)

**004. -- 009. (RESERVED)**

**010. DEFINITIONS.**

For the purposes of these rules, the following terms will be used, as defined below: (5-25-94)

**01. Administrator.** The administrator of the Division of Building Safety of the state of Idaho. (3-24-05)

**02. Board.** The [Manufactured Housing Factory Built Structures](#) Board. The composition and duties of the Board are set forth at Section 44-2104, Idaho Code. (3-29-10)

**03. Bond.** The performance bond required by Section 44-2103, Idaho Code. (5-25-94)

**04. Branch Office.** An enclosed structure accessible and open to the public, at which the business of the manufactured/mobile home retailer is conducted simultaneously with and physically separated from his principal place of business. There shall be displayed on the exterior a sign permanently affixed to the land or building with letters clearly visible to the major avenue of traffic. The sign shall provide the business name of the retailer. (3-29-10)

**05. Business.** Occupation, profession, or trade. (5-25-94)

**06. Deceptive Practice.** Intentionally publishing or circulating any advertising concerning mobile or

- manufactured homes which: (5-25-94)
- a. Is misleading or inaccurate in any material respect; (3-29-10)
  - b. Misrepresents any of the products or services sold or provided by a manufacturer, manufactured/mobile home retailer, salesman, or installation company. (3-20-14)
- 07. Division.** The Division of Building Safety for the state of Idaho. (5-25-94)
- 08. Installer.** A person who owns a business which installs manufactured/mobile homes at the sites where they are to be occupied by the consumer. The term does not include the purchaser of a manufactured/mobile home or a manufactured/mobile home retailer who does not install manufactured/mobile homes. A retailer who does install manufactured/mobile homes is an installer. The term also does not include concrete contractors or their employees. (3-29-10)
- 09. Installation.** The term includes “setup” and is the complete operation of fixing in place a manufactured/mobile home for occupancy. (5-25-94)
- 10. Manufactured Home.** A structure, constructed after June 15, 1976, in accordance with the HUD manufactured home construction and safety standards, and is transportable in one (1) or more sections, which, in the traveling mode, is eight (8) body feet or more in width or is forty (40) body feet or more in length, or when erected on site, is three hundred twenty (320) or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems contained therein, except that such term shall include any structure which meets all the requirements of this subsection except the size requirements and with respect to which the manufacturer voluntarily files a certification required by the secretary of Housing and Urban Development and complies with the standards established under 42 U.S.C. Section 5401, et seq. (3-20-14)
- 11. Manufactured Home Retailer.** Except as otherwise provided in these rules: (3-29-10)
- a. Any person engaged in the business of selling or exchanging new and used units; or (5-25-94)
  - b. Any person or who buys, sells, lists, or exchanges three (3) or more new and used units in any one (1) calendar year. (5-25-94)
- 12. Manufactured/Mobile Home Salesman.** Any person employed by a manufactured/mobile home retailer or resale broker for a salary, commission, or compensation of any kind to sell, list, purchase, or exchange or to negotiate for the sale, listing, purchase, or exchange of new, used, brokered, or third-party owned units, except as otherwise provided in Title 44, Chapter 21, Idaho Code. (3-20-14)
- 13. Manufacturer.** Any person engaged in the business of manufacturing manufactured homes that are offered for sale, lease, or exchange in the state of Idaho. (3-20-14)
- 14. Mobile Home.** A factory-assembled structure or structures generally constructed prior to June 15, 1976, the date of enactment of the Federal Manufactured Housing and Safety Standards Act (HUD Code), and equipped with the necessary service connections and made so as to be readily movable as a unit or units on their own running gear and designed to be used as a dwelling unit or units with or without a permanent foundation. (3-20-14)
- 15. Person.** A natural person, corporation, partnership, trust, society, club, association, or other organization. (5-25-94)
- 16. Principal Place of Business.** The primary physical location at which the business of a manufactured home retailer or resale broker is lawfully conducted. Each of the following requirements shall be met to qualify as the principal place of business: (3-20-14)

- here;
- a. The business of the manufactured or mobile home retailer or resale broker is lawfully conducted (3-20-14)
  - b. The office or offices of the retailer or resale broker is or are located here; (3-20-14)
  - c. The public may contact the retailer, resale broker, or salesman here; (3-20-14)
  - d. The offices are accessible and open to the public; and (3-20-14)
  - e. The greatest portion of the retailer's business is conducted here. The books and other records of a retailer must be kept and maintained at the retailer's principal place of business and be open to inspection during normal business hours by any authorized agent of the Division. Moreover, there shall be displayed on the exterior a sign permanently affixed to the land or building with letters clearly visible to the major avenue of traffic. The sign shall provide the business name of the retailer. (3-29-10)

**17. Responsible Managing Employee (RME).** The person designated by the employer to supervise other employees, either personally or through others. (5-25-94)

**18. Unit.** A mobile or manufactured home. (5-25-94)

**19. Used Manufactured Home or Mobile Home.** A manufactured home or mobile home, respectively, which has been: (5-25-94)

a. Sold, rented, or leased and occupied prior to or after the sale, rental, or lease; or (5-25-94)

b. Registered with or been the subject of a certificate of title issued by the Idaho Department of Transportation or the appropriate authority of any state, the District of Columbia, or foreign state or country. (5-25-94)

**011. (RESERVED)**

**012. LICENSE REQUIRED.**

It shall be unlawful to engage in business as a manufacturer, manufactured/mobile home retailer, resale broker, manufactured/mobile home salesman, responsible managing employee, or installer without being duly licensed by the Division pursuant to Title 44, Chapter 21, Idaho Code, and these rules. No issued licenses are transferable. (3-20-14)

**01. Minimum Age Requirement.** No license will be issued to a person under eighteen (18) years of age at the time of license application. (5-25-94)

**02. Designated License Holder.** Any applicant for a license under these rules who is not a natural person must designate a natural person to be license holder and represent the corporation, partnership, trust, society, club, association, or other organization for all licensing purposes under these rules including, but not limited to, testing and education. (3-24-05)

a. The authorization to act as designated license holder must be in writing, signed by the applicant and the person designated, and filed with the Division along with the application. (5-25-94)

b. Any person designated under Subsection 012.02 of these rules shall represent one (1) applicant only, and shall immediately notify the Division in writing if his working relationship with the applicant has been terminated. The license will be issued in the name of the designated license holder with the name of the organization he represents also noted on the license. The license holder shall be considered by the Division to be the licensee, even if the license holder is the designated representative of an organization. (5-25-94)

c. The applicant and the person designated under Subsection 012.02 of these rules agree by acceptance of the designation that the designated person shall act as agent of the applicant for all purposes under Title 44,

Chapters 21 and 22, Idaho Code, and all rules promulgated thereunder. (5-25-94)

**03. Proof of License.** Proof of the existence of any license issued pursuant to these rules shall be carried upon the person of the responsible managing employee or supervisor of any installation at all times during the performance of the installation work. Such proof shall be furnished upon demand of any person. Moreover, any license issued to a manufactured/mobile home retailer, resale broker, responsible managing employee, or salesman must be posted in a conspicuous place on the business premises of the employer for whom the holder of the license is licensed. The license of a manufacturing facility or branch office shall also be posted in a conspicuous place at the location licensed. (3-20-14)

**04. Real Estate Brokers.** Licensed real estate brokers or real estate salesmen representing licensed real estate brokers shall not be required to obtain a license under these rules in order to sell or lease a used unit that is currently carried on the tax rolls as personal property and that otherwise falls within the exemption contained in Section 44-2102(2), Idaho Code. (3-24-05)

**05. License for Manufacturers.** In order to engage in business in the state of Idaho or to be entitled to any other license or permit required by these rules each manufacturer must be licensed by the Division. (3-24-05)

**06. License for Branch Office of Manufactured/Mobile Home Retailer or Resale Broker.** (3-29-10)

**a.** The Division shall require as a condition of licensing and bonding any information it deems necessary for each location where a manufactured/mobile home retailer or resale broker maintains a branch office. The mere listing of manufactured/mobile homes for sale does not constitute a branch office, but the use of a mobile home park or a state sales office by a licensee for the sale or offering for sale of manufactured/mobile homes does constitute the maintenance of a branch office. A branch office manager may not manage more than one (1) branch office.

**b.** To open a branch office, a retailer or resale broker must: obtain a license from the Division to operate the branch office; and provide for direct supervision of the branch office, either by himself or by employing a branch office manager. (3-29-10)

**c.** If the branch office is closed, the retailer or resale broker shall immediately deliver the license to the Division. (3-29-10)

**07. License to Engage in Business as Manufactured/Mobile Home Retailer, Resale Broker, Manufacturer, or Installer; Application; Bond; Issuance, Expiration, and Renewal.** (3-20-14)

**a.** Applications for a manufacturer's, retailers, resale brokers, or installer's license must be filed upon forms supplied by the Division, and the applicant shall furnish: (3-20-14)

**i.** Any proof the Division may deem necessary that the applicant is a manufacturer, retailer, resale broker, or installer; (3-20-14)

**ii.** Any proof the Division may require that the applicant has a principal place of business; (5-25-94)

**iii.** Any proof the Division may require of the applicant's good character and reputation and of his fitness to engage in the activities for which the license is sought; (5-25-94)

**iv.** In the case of a retailer in new manufactured homes, an instrument in the form prescribed by the Division executed by or on behalf of the manufacturer certifying that the applicant is an authorized franchise dealer for the make concerned; (3-29-10)

**v.** A reasonable fee and proof of bond fixed by rule; and (5-25-94)

**vi.** In the case of a retailer, resale broker, or installer, proof of passing the examination required by these rules. (3-20-14)

**b.** Within thirty (30) days after receipt of a completed application, the Division shall issue or deny the license. (5-25-94)

**c.** Each license is valid for a period of one (1) year from the date of issuance and may be renewed for like consecutive period upon application to and approval by the Division. (5-25-94)

**d.** If any installer's working relationship with his employer is terminated, the employer shall immediately deliver the license of the terminated installer to the Division. (3-20-14)

**08. License for Manufactured/Mobile Home Salesman. (5-25-94)**

**a.** A person shall not act as a salesman in this state for a person who sells or leases any manufactured/mobile home subject to the provisions of Title 44, Chapters 21 or 22, Idaho Code, without having first received a license from the Division. Before issuing such a license, the Division shall require: (1) an application, signed by the applicant and verified by his employer, stating that he desires to act as a salesman and providing his residential address and the name and address of his employer; (2) a statement as to whether any previous application of the applicant has been denied or license revoked; (3) payment of the license fee established by rule; and (4) any other relevant information the Division deems necessary. (5-25-94)

**b.** Within thirty (30) days after receipt of a completed application, the Division shall issue or deny the license. (5-25-94)

**c.** Each license is valid for a period of one (1) year from the date of issuance and may be renewed for like consecutive period upon application to and approval by the Division. (5-25-94)

**d.** A person licensed pursuant to Subsection 012.08 of these rules shall not engage in sales activity other than for the account of, or for and on behalf of, a single employer who is a licensed retailer or resale broker. (3-29-10)

**e.** If a salesman ceases to be employed by a licensed retailer or resale broker, his license to act as a salesman is automatically suspended and his right to act in that capacity immediately ceases. He shall not engage in such activity until reemployed by a licensed retailer or resale broker. If the salesman's working relationship with his employer is terminated, the employer shall immediately deliver his license to the Division. (3-29-10)

**09. License for Responsible Managing Employee. (5-25-94)**

**a.** A person shall not act as a responsible managing employee for an installer without first having been issued a license by the Division. Before issuing such a license the Division shall require: (3-20-14)

**i.** An application, signed by the applicant and verified by his employer, stating that he desires to act as a responsible managing employee and providing his residential address and the name and address of his employer; (5-25-94)

**ii.** A statement as to whether any previous application of the applicant has been denied or license revoked; (5-25-94)

**iii.** Payment of the license fee established by rule; and (5-25-94)

**iv.** Any other relevant information the Division deems necessary. (5-25-94)

**b.** Within thirty (30) days after receipt of a completed application, the Division shall issue or deny the license. (5-25-94)

**c.** Each license is valid for a period of one (1) year from the date of issuance and may be renewed for like consecutive period upon application to and approval by the Division. (5-25-94)

**d.** A person licensed pursuant to Subsection 012.09 of these rules shall not engage in such activity other than for the account of, or for and on behalf of, a single employer who is a licensed installer. (3-20-14)

**e.** If a responsible managing employee ceases to be employed by an installer, his license to act as a responsible managing employee is automatically suspended and his right to act in that capacity immediately ceases. He shall not engage in such activity until reemployed by a licensed installer. (3-20-14)

**f.** If the responsible managing employee's working relationship with his employer is terminated, the employer shall immediately deliver his license to the Division. (5-25-94)

### **013. THE DIVISION'S MAILING ADDRESS.**

Any correspondence or notices required by these rules or Title 44, Chapters 21 or 22, Idaho Code, shall be addressed to the Division of Building Safety, 1090 E. Watertower Street, Suite 150 Meridian, Idaho 83642. (3-20-14)

### **014. PROOF OF EDUCATION REQUIRED.**

**01. Satisfactory Proof for Initial Application Submission.** An application for a license as a manufactured/mobile home installer must include proof satisfactory to the Division that the applicant has completed the following number of hours of initial education in order to be approved: (4-7-11)

**a.** Installers and retailers who are installers: eight (8) hours. (3-20-14)

**b.** The course of initial education must be approved by the Division and shall include information relating to the provisions of these rules, Title 44, Chapters 21 and 22, Idaho Code, and the Manufactured Housing Construction Safety Standards Act of 1974. (4-7-11)

**02. Satisfactory Proof for License Renewal.** The Division shall not renew any installer license, or retailer license of any dealer who is also an installer, issued pursuant to Title 44, Chapters 21 or 22, Idaho Code, or these rules until the licensee has submitted proof satisfactory to the Division that he has, during ~~one~~ the three (3) years immediately preceding the renewal of the license, completed at least ~~four~~ eight (8) hours of continuing education. (3-20-14)

**03. Continuing Education Course.** The course of continuing education must be approved by the Division and shall include information relating to the following: (4-7-11)

**a.** Manufactured housing or mobile home parks which will enable a person to give better service to the members of the general public and tenants of manufactured/mobile home parks; (4-7-11)

**b.** The construction, including components and accessories, rebuilding, servicing, installation, or sale of manufactured/mobile homes; (4-7-11)

**c.** Legislative issues concerning manufactured/mobile home housing and manufactured/mobile home parks, including pending and recently enacted state or federal legislation; and (4-7-11)

**d.** These rules, Title 44, Chapters 21 or 22, Idaho Code, and the Manufactured Housing Safety Standards Act of 1974. (4-7-11)

### **015. EXAMINATION OF APPLICANT FOR LICENSE.**

**01. Required Examinations.** Effective January 1, 1995, the Division shall require a written examination of each applicant for a license, other than a license being renewed, as a manufactured/mobile home retailer, resale broker, or installer. The examination shall include, but may not be limited to, the following subjects: Title 44, Chapters 21 and 22, Idaho Code; these rules and IDAPA 07.03.12, "Rules Governing Manufactured or Mobile Home Installations"; and the Manufactured Housing Construction Safety Standards Act of 1974. To avoid the

requirement of an examination and be considered a renewal, any licensee must renew his license within six (6) months of its expiration date. (3-20-14)

**02. Approval of Examination and Grade.** Examinations for all classifications under these rules shall be approved by the Division and the Board. No license shall be issued unless the applicant receives a final grade of seventy percent (70%) or higher. (5-25-94)

**03. Retesting.** If an applicant for a license fails the written examination offered by the Division twice, he must wait at least thirty (30) days before retesting. (5-25-94)

**016. DISCIPLINARY ACTION AGAINST LICENSEES.**

The Division may deny, suspend, refuse to renew, or revoke any license issued under Title 44, Chapter 21, Idaho Code, or these rules or reissue the license subject to reasonable conditions upon any of the following grounds: (3-24-05)

**01. Violation of Rules and Statutes.** For any willful or repeated violation of these rules, IDAPA 07.03.12, "Rules Governing Manufactured or Mobile Home Installations," or Title 44, Chapters 21 or 22, Idaho Code. (3-29-10)

**02. Failure to Have Principal Place of Business.** With regards only to a manufactured/mobile home retailer or resale broker, failure of the applicant or licensee to have a principal place of business. (3-29-10)

**03. Revocation of License.** The revocation of the license of the employer of a responsible managing employee or salesman is grounds for the revocation of the license of the installer, responsible managing employee or salesman. (3-29-10)

**04. False Information.** Material misstatement in the application or otherwise furnishing false information to the Division. (5-25-94)

**05. Proof of Employment.** Failure of a salesman or applicant for licensing as a salesman to establish by proof satisfactory to the Division that he is employed by a licensed retailer or resale broker. (3-29-10)

**06. Disclosing Contents of Examination.** Obtaining or disclosing the contents of an examination given by the Division. (5-25-94)

**07. Deceptive Practice.** The intentional publication, circulation, or display of any advertising which constitutes a deceptive practice as that term is defined in Subsection 010.06 of these rules. (3-24-05)

**08. Failure to Provide Business Name.** Failure to include in any advertising the name of the licensed retailer, resale broker, or installer, or the name under which he is doing business. (3-20-14)

**09. Encouraging Falsification.** Intentionally inducing an applicant or licensee to falsify his credit application. (5-25-94)

**10. Poor Workmanship.** Performing workmanship which is grossly incompetent or repeatedly below the standards adopted by Title 44, Chapters 21 and 22, these rules, IDAPA 07.03.12, "Rules Governing Manufactured or Mobile Home Installations," the Federal Manufactured Housing and Safety Standards Act of 1974, or the latest Idaho adopted editions of the International Building Code, the National Electrical Code, the Uniform Plumbing Code, and the International Mechanical Code, then in effect. (3-29-10)

**11. Installation Supervisor Required.** Failure to have a licensed responsible managing employee personally supervise any installation of a manufactured/mobile home. (3-20-14)

**12. Failure of Organizations to License its Employees.** Failure of an organization to have its employees maintain any license as required by these rules. (3-24-05)



**13. Failure to Honor Warranties.** Failure to honor any warranty or other guarantee given by a licensee for construction, workmanship, or material as a condition of securing a contract, or of selling, leasing, reconstructing, improving, repairing, or installing any manufactured/mobile home, or accessory structure. (3-29-10)

**14. Revocation or Denial of License.** Revocation or denial of a license issued pursuant to these rules or an equivalent license by any other state or U.S. territory. (3-29-10)

**15. Failure to Maintain Any Required License.** Failure of the licensee to maintain any other license required by any city or county of this state. (5-25-94)

**16. Failure to Respond to Notice.** Failure to respond to a notice served by the Division as provided by law within the time specified in the notice. (5-25-94)

**17. Failure to Permit Access to Documentary Materials.** Failure or refusing to permit access by the Division to relevant documentary materials after being requested to do so by the Division. (5-25-94)

**18. Conviction of Misdemeanor.** Conviction of a misdemeanor for violation of any of the provisions of Title 44, Chapters 21 or 22, Idaho Code. (5-25-94)

**19. Conviction of Felony.** Conviction or withheld judgment for a felony in this state, any U.S. territory, or country. (3-29-10)

**20. Dealing with Stolen Manufactured or Mobile Homes.** To knowingly purchase, sell, or otherwise acquire or dispose of a stolen manufactured or mobile home. (5-25-94)

**21. Violation of Permit or Inspection Requirements.** To knowingly violate any permit or inspection requirements of any city or county of this state. (5-25-94)

**017. PROCEDURES FOR LICENSING SUSPENSION, REVOCATION OR NONRENEWAL.**

Any proceeding to suspend, revoke, or not renew any license shall be conducted as a contested case in accordance with the provisions of Title 67, Chapter 52, Idaho Code, and the "Idaho Rules of Administrative Procedure of the Attorney General," IDAPA 04.11.01.000, et seq. Any party aggrieved by an order of the administrator suspending, revoking, or not renewing a license shall be entitled to judicial review thereof in accordance with the provisions of Title 67, Chapter 52, Idaho Code. (3-24-05)

**018. APPLICATION FOR NEW LICENSE.**

Any person whose license has been revoked may not apply for a new license until the expiration of one (1) year from the date of such revocation. (5-25-94)

**019. FEES.**

**01. Fees for Issuance and Renewal of License.** The following fees for the issuance and renewal of a license will be charged, and no application for licensing pursuant to these rules will be accepted by the Division unless it is accompanied by the appropriate fee: (5-25-94)

**a.** Manufactured/mobile home retailer or resale broker's license: four hundred forty dollars (\$440). Retailers who are also installers will not have to pay an installer's license fee in order to hold both licenses. (3-29-10)

**b.** Manufacturer license: four hundred forty dollars (\$440); (3-24-05)

**c.** Manufactured/mobile home installer license: two hundred twenty dollars (\$220); (3-20-14)

**d.** Manufactured/mobile home salesman's license: forty-five dollars (\$45). (3-24-05)

**e.** Responsible managing employee license: forty-five dollars (\$45). (3-29-10)

**02. Performance Bonding Requirements.** No application for licensing pursuant to these rules shall be accepted unless it is accompanied by evidence of the following performance bond: (3-24-05)

- a. Manufacturer: twenty thousand dollar (\$20,000) bond; (5-25-94)
- b. Manufactured/mobile home retailer: twenty thousand dollar (\$20,000) bond; (3-29-10)
- c. Manufactured/mobile home resale broker: thirty thousand dollar (\$30,000) bond; (3-29-10)
- d. Manufactured/mobile home installer: five thousand dollar (\$5,000) bond. Retailers who are also installers will not be required to post an installer's bond in order to hold both licenses. (3-20-14)
- e. Responsible managing employee. No bond. (3-29-10)

**03. Money or Securities Deposit in Lieu of Performance Bond.** A money or securities deposit shall be accepted by the Division in lieu of the performance bonding requirement as set forth at Title 44, Chapter 21, Idaho Code, and Subsection 019.02 of these rules, under the following circumstances: (3-29-10)

a. Any such money or securities deposit shall be in a principal sum equal to the face amount of the performance bond required for the applicable licensing category; (3-29-10)

b. Any such money deposit shall be deposited in a time certificate of deposit which provides on its face that the principal amount of such certificate of deposit shall be payable to the Division upon presentment and surrender of the instrument; (7-1-96)

c. Any such time certificate of deposit shall have a maturity date of one (1) year from the effective date of licensure and shall have an automatic renewal provision for subsequent years; (7-1-96)

d. Any such time certificate of deposit shall be provided to the Division at the time of application for licensure and shall be retained by the Division during the effective period of licensure unless otherwise expended by the Division to insure completion of the licensee's performance; (7-1-96)

e. Any such time certificate of deposit shall be returned to an unsuccessful applicant for licensure; (7-1-96)

f. The principal amount of any such time certificate of deposit, to the extent not otherwise expended to insure completion of the licensee's performance, shall be returned to the depositor by the Division on or before ninety (90) days subsequent to the occurrence of any of the following events: voluntary surrender or return of a license; expiration of a license; lapse of a license; or revocation or suspension of a license; and (7-1-96)

g. Any interest income earned by reason of the principal amount of the time certificate of deposit shall be the property of the licensee. (7-1-96)

**020. LICENSING COMPLAINTS.**

Persons who wish to submit comments to the Division for its consideration regarding the fitness to hold a license of anyone currently licensed or applying for a license under these rules must do so in writing. To be considered, any such writing must be signed, dated, provide the name of the license holder or applicant, provide the specific details giving rise to the comments, and contain a valid and current address and telephone number for verification purposes. (3-24-05)

**021. RETURN OF LICENSE UPON REVOCATION.**

In the event a license is revoked by the Division, the former license holder shall immediately return the revoked license to the Division. (5-25-94)

**022. CIVIL PENALTIES.**

The following acts shall subject the violator to penalties based on the following schedule: (3-29-10)

**01. Industry Licensing.** Except as provided for by Section 44-2106, Idaho Code, any person who engages in the business of a manufacturer, retailer, resale broker, salesman, installer, or responsible managing employee (RME) as defined in Section 44-2101A, Idaho Code, without being duly licensed by the Division shall be subject to a civil penalty of not more than five hundred dollars (\$500) for the first offense and a civil penalty of not more than one thousand dollars (\$1,000) for each offense thereafter. (3-20-14)

**02. Deceptive Practice.** In accordance with Section 44-2106(2), Idaho Code, any retailer, resale broker, installer, salesman, or RME who intentionally publishes or circulates any advertising that is misleading or inaccurate in any material respect or that misrepresents any of the products or service sold or provided by a manufacturer, retailer, resale broker, installer, or RME, shall be subject to a civil penalty of not more than five hundred dollars (\$500) for the first offense and a civil penalty of not more than one thousand dollars (\$1,000) for each offense thereafter. (3-20-14)

**03. Dealing with Stolen Manufactured or Mobile Homes.** In accordance with Section 44-2106(2), Idaho Code, any person who knowingly purchases, sells, or otherwise acquires or disposes of a stolen manufactured or mobile home shall be subject to a civil penalty of not more than one thousand dollars (\$1,000). (3-29-10)

**04. Failure to Maintain a Principal Place of Business.** In accordance with Section 44-2106(2), Idaho Code, any person who is a retailer or resale broker duly licensed by the Division and who fails to maintain a principal place of business within Idaho, shall be subject to a civil penalty of not more than five hundred dollars (\$500) for the first offense and a civil penalty of not more than one thousand dollars (\$1,000) for each offense thereafter. (3-29-10)

**05. Violation of Rules and Statutes.** Any person who knowingly violates any of the provisions of these rules, IDAPA 07.03.12, "Rules Governing Manufactured or Mobile Home Installations," or the provisions of Title 44, Chapters 21 or 22, Idaho Code, shall be subject to a civil penalty of five hundred dollars (\$500) for the first offense and one thousand dollars (\$1,000) for each offense thereafter. (3-29-10)

**06. Gross Violation.** In case of continued, repeated, or gross violations of these rules or IDAPA 07.03.12, "Rules Governing Manufactured or Mobile Home Installations," a license revocation may be initiated for licensed individuals under Title 44, Chapter 21, Idaho Code. Non-licensed individuals shall be subject to prosecution by the appropriate jurisdiction under Idaho law. (3-29-10)

**07. Judicial Review.** Any party aggrieved by the final action of the Administrator shall be entitled to a judicial review thereof in accordance with the provisions of Title 67, Chapter 52, Idaho Code. (3-29-10)

**023. -- 029. (RESERVED)**

**030. MANUFACTURED HOME BUYER'S INFORMATION AND DISCLOSURE FORM.**

The Manufactured Home Buyer's Information and Disclosure Form shall be presented by manufactured home retailers to each purchaser of a new manufactured home, and shall be executed by the retailer and purchaser at the time the initial purchase order is signed for the sale of a new manufactured home. The form is available at the Division office. (3-29-10)

**031. -- 999. (RESERVED)**

# FACTORY BUILT STRUCTURES ADVISORY BOARD

## Agenda Item No. 03b      Negotiated Rulemaking -- IDAPA 07.03.12 Rules Governing Manufactured or Mobile Home Installations

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**PRESENTER:**      Markus Alley, Chairman

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**OBJECTIVE:**      Review proposed changes to IDAPA 07.03.12 *Rules Governing Manufactured or Mobile Home Installations*

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**ACTION:**      Informational

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**BACKGROUND:**      The proposal references the 2018 Edition of the Idaho Manufactured Home Installation Standard, adds the locations of the Division's Coeur d'Alene and Pocatello offices, and clarifies training or instruction for city, county and state installation inspectors.

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**PROCEDURAL HISTORY:**

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**ATTACHMENTS:**      IDAPA 07.03.12

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**IDAPA 07  
TITLE 03  
CHAPTER 12**

**07.03.12 - RULES GOVERNING MANUFACTURED OR MOBILE HOME INSTALLATIONS**

**000. LEGAL AUTHORITY.**

In accordance with Section 44-2201, Idaho Code, the administrator of the Idaho Division of Building Safety is authorized to promulgate rules necessary to implement the provisions of Title 44, Chapters 21 and 22, Idaho Code. (5-3-03)

**001. TITLE AND SCOPE.**

**01. Title.** These rules shall be cited as IDAPA 07.03.12, "Rules Governing Manufactured or Mobile Home Installations," Division of Building Safety. (5-3-03)

**02. Scope.** These rules apply to the installation of manufactured or mobile homes used for purposes of human habitation (living, sleeping) in the state of Idaho. (5-3-03)

**002. WRITTEN INTERPRETATIONS.**

There are no written interpretations. (5-25-94)

**003. ADMINISTRATIVE APPEALS.**

This chapter does provide for administrative relief of the provisions outlined herein. (5-25-94)

**004. ADOPTION AND INCORPORATION BY REFERENCE.**

The Idaho Manufactured Home Installation Standard (January 1, 2004~~18~~ edition), as adopted by the administrator, is hereby adopted and incorporated by reference into these rules. A current copy is available for review or copying at the office of the Division of Building Safety, 1090 E. Watertower St., Suite 150, Meridian, Idaho 83642, [1250 Ironwood Drive, Suite 220, Coeur d'Alene, Idaho 83814, and 2055 Garrett Way, Building 1 Suite 4, Pocatello, Idaho 83201.](#) (3-29-10)

**005. APPLICATION -- COMPLIANCE.**

**01. Application -- State Preemption.** The standards referred to in this chapter are considered to be a comprehensive statement of all applicable standards which apply to the installation, alteration or repair of manufactured or mobile homes in Idaho. Cities and counties may not adopt or enforce more or less stringent standards, except as permitted by Section 67-6509(a), Idaho Code, as it pertains to the siting of manufactured homes in residential areas. (5-3-03)

**02. Compliance -- Disciplinary Action Against Licensees.** Failure to comply with these standards constitutes grounds for imposition of discipline as provided in Title 44, Chapters 21 and 22, Idaho Code, and IDAPA 07.03.11, "Rules Governing Manufactured/Mobile Home Licensing," and these rules. (5-3-03)

**006. -- 011. (RESERVED)**

**012. USE OF MANUFACTURERS' INSTALLATION INSTRUCTIONS.**

All new HUD manufactured homes shall be installed in accordance with the manufacturer's Design Approval Primary Inspection Agency (DAPIA) approved installation instructions. In any instance in which there is a conflict between the DAPIA installation instructions and the Idaho Manufactured Home Installation Standards, the DAPIA installation instructions shall supersede and serve as the controlling authority. All manufactured or mobile homes must be installed in accordance with all other applicable state laws pertaining to utility connection requirements. (3-29-10)

**013. INSTALLATION PERMITS AND INSPECTIONS REQUIRED.**

The owner or the installer of a manufactured or mobile home shall obtain an installation permit in accordance with the requirements of Section 44-2202, Idaho Code. Installation permits shall be obtained from the Division of Building Safety for installations in areas where there is no approved local program, or from a city or county that has by 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 the Administrator. (3-27-13)

**02. Administrative Proceedings.** Proceedings which may result in the denial or withdrawal of approval shall be conducted in accordance with Title 67, Chapter 52, Idaho Code, and IDAPA 04.11.01, "Idaho Rules of Administrative Procedure of the Attorney General." (3-27-13)

**03. Re-Approval.** Re-approval of a program may be made by the Division when it determines that the reasons for the withdrawal have been remedied. (3-27-13)

**018. MINIMUM TRAINING REQUIREMENTS FOR INSPECTORS.**

**01. Annual Training or Instruction.** All installation inspectors employed by the Division of Building Safety or a city or county shall complete ~~four~~ eight (48) hours of ~~annual~~ training or instruction every three years dedicated to the installation and inspection of manufactured and mobile homes. (3-27-13)

**02. Division Approval.** All training and instruction shall be approved by the Division in order to qualify and satisfy the requirements in Subsection 018.01 of these rules. (3-27-13)

**03. Revocation of Approval.** Training or instruction approval is subject to revocation by the Division if in its discretion it determines that for any reason the training or instruction fails to meet the intent of furthering the education of manufactured home installation inspectors including, but not limited to, inadequacies in course content or methods of delivery. (3-27-13)

**019. QUALITY ASSURANCE.**

**01. Inspected Installations.** Any inspected installation shall be subject to quality assurance reviews by Division of Building Safety at its discretion. Findings made by the Division pursuant to such reviews shall be forwarded to the inspection authority having jurisdiction. (3-27-13)

**02. Inspectors and Programs.** All inspectors and approved programs including Division of Building Safety shall be subject to review. (3-27-13)

**03. Reviews by Division Personnel.** Quality assurance reviews shall be performed by Division of Building Safety supervisory personnel who are experienced in and knowledgeable about the installation requirements for manufactured homes. (3-27-13)

**04. Division Personnel Training and Certification.** Supervisory personnel as identified in Section 019 of these rules, shall meet minimum training and certification requirements for inspectors of manufactured home installations. (3-27-13)

**020. MINIMUM SCOPE OF INSTALLATION INSPECTION.**

**01. Scope.** At a minimum, the inspection of the installation of a manufactured home shall include the following by an installer: (3-27-13)

**a.** Completion of an inspection record document as required by Section 44-2202(5), Idaho Code. The inspection record document shall verify that the installer has visually inspected the installation and shall certify that the exterior and interior close-up processes, including the marriage line and other covered-up components, have been completed; (3-27-13)

b. Delivery of a copy of the completed inspection record document to the homeowner and the authority having jurisdiction; (3-27-13)

c. Verification that all installed ductwork, plumbing, electrical and fuel supply systems are operating properly; and (3-27-13)

d. If applicable, verification that skirting has been installed correctly. (3-27-13)

**02. Inspection Minimum Requirements.** At a minimum, the inspection of the installation of a manufactured home shall include the following by an inspector: (3-27-13)

a. Verification that site location is suitable for home design and construction, and inspection of site-specific conditions, including preparation and grading for drainage; (3-27-13)

b. Inspection of the foundation construction; (3-27-13)

c. Verification that installed anchorage meets minimum requirements; and (3-27-13)

d. Verification of receipt of a completed inspection record document from the installer. (3-27-13)

**021. SUPERVISION BY RESPONSIBLE MANAGING EMPLOYEE.**

A responsible managing employee, as the term is defined in IDAPA 07.03.11, "Rules Governing Manufactured/Mobile Home Licensing," Subsection 004.18, shall personally supervise any installation of a manufactured or mobile home at its place of occupancy unless the installer licensee personally supervises such installation. (5-3-03)

**022. LICENSE SUSPENSION OR REVOCATION.**

The administrator may suspend or revoke or not renew any license for any willful or repeated violation of these rules or Title 44, Chapters 21 or 22, Idaho Code. Any such proceeding shall be handled as a contested case and according to the procedures set forth in IDAPA 07.03.11, "Rules Governing Manufactured/Mobile Home Licensing," Title 67, Chapter 52, Idaho Code, and IDAPA 04.11.01, "Idaho Rules of Administrative Procedure of the Attorney General." (5-3-03)

**023. -- 999. (RESERVED)**



# FACTORY BUILT STRUCTURES ADVISORY BOARD

## Agenda Item No. 04a      Negotiated Rulemaking -- IDAPA 07.03.11 Rules Governing Manufactured/Mobile Home Industry Licensing

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**PRESENTER:**      Markus Alley, Chairman

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**OBJECTIVE:**      Vote on the proposed requirements with regard to continuing education and the renewal of a license.

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**ACTION:**      Accept or reject the proposed rule changes.

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**BACKGROUND:**      The proposal would require an individual to complete at least eight hours of continuing education during the three years immediately preceding the renewal of his license.

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**PROCEDURAL HISTORY:**

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**ATTACHMENTS:**      See agenda item 03a for supporting documentation.

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# FACTORY BUILT STRUCTURES ADVISORY BOARD

## Agenda Item No. 04b      Negotiated Rulemaking -- IDAPA 07.03.12 Rules Governing Manufactured or Mobile Home Installations

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**PRESENTER:**      Markus Alley, Chairman

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**OBJECTIVE:**      Vote on the draft proposal with regard to the updated installation standard, addition of the Division's regional offices, and training requirements for installation inspectors.

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**ACTION:**      Accept or reject the proposed rule changes.

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**BACKGROUND:**      The proposal references the 2018 edition of the Idaho Manufactured Home Installation Standard, adds the locations of the Division's Coeur d'Alene and Pocatello offices, and clarifies training or instruction for city, county and state installation inspectors.

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### **PROCEDURAL HISTORY:**

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**ATTACHMENTS:**      See agenda item 03b for supporting documentation.

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# FACTORY BUILT STRUCTURES ADVISORY BOARD

## Agenda Item No. 05

## Schedule 2018 Board Meetings

**PRESENTER:** Markus Alley, Chairman

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**OBJECTIVE:** Schedule board meetings for 2018.

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**ACTION:** Vote to accept, reject or modify the 2018 meeting dates as addressed under *Background*.

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**BACKGROUND:** The following 2018 dates, 2nd Tuesday of each month, were selected for the Board's consideration:

**February 13th, May 8th and July 10th**

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## **PROCEDURAL HISTORY:**

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**ATTACHMENTS:** 2018 Board Meeting Calendar

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# DBS BOARD MEETINGS - 2018

DAMAGE PREVENTION BOARD	
FACTORY BUILT STRUCTURES ADVISORY BOARD	FEB 13, MAY 8, JUL 10
IDAHO BUILDING CODE BOARD	
IDAHO ELECTRICAL BOARD	
IDAHO HEATING VENTILATION & AIR COND. BOARD	
IDAHO PLUMBING BOARD	
PUBLIC WORKS CONTRACTORS LICENSE BOARD	
SCHOOL SAFETY & SECURITY ADVISORY BOARD	

Board Meetings will be held at each Division of Building Safety regional office either in person or through video

1090 E WATERTOWER ST  
SUITE 150  
MERIDIAN, ID 83642

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1250 IRONWOOD DR  
SUITE 220  
COEUR D'ALENE, ID 83814

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2055 GARRETT WAY  
BLD 1, SUITE 4  
POCATELLO, ID 83201

JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE									
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														30																					30	31								

Holidays outlined & highlighted in gray -- Management meetings outlined in blue -- Unavailable dates blacked out

# FACTORY BUILT STRUCTURES ADVISORY BOARD

## Agenda Item No. 06                      Replacement of Damaged Unit in a Multiplex

**PRESENTER:**           Markus Alley, Chairman

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**OBJECTIVE:**           Discuss how to replace a destroyed unit in a multiplex.

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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**

**Energy Recovery Ventilation Systems**

**PRESENTER:** Markus Alley, Chairman

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**OBJECTIVE:** Discuss what is required to install an ERV system.

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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. 08**

**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. 08a**

**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 2017 Financial Statements  
 As of 5/31/2017

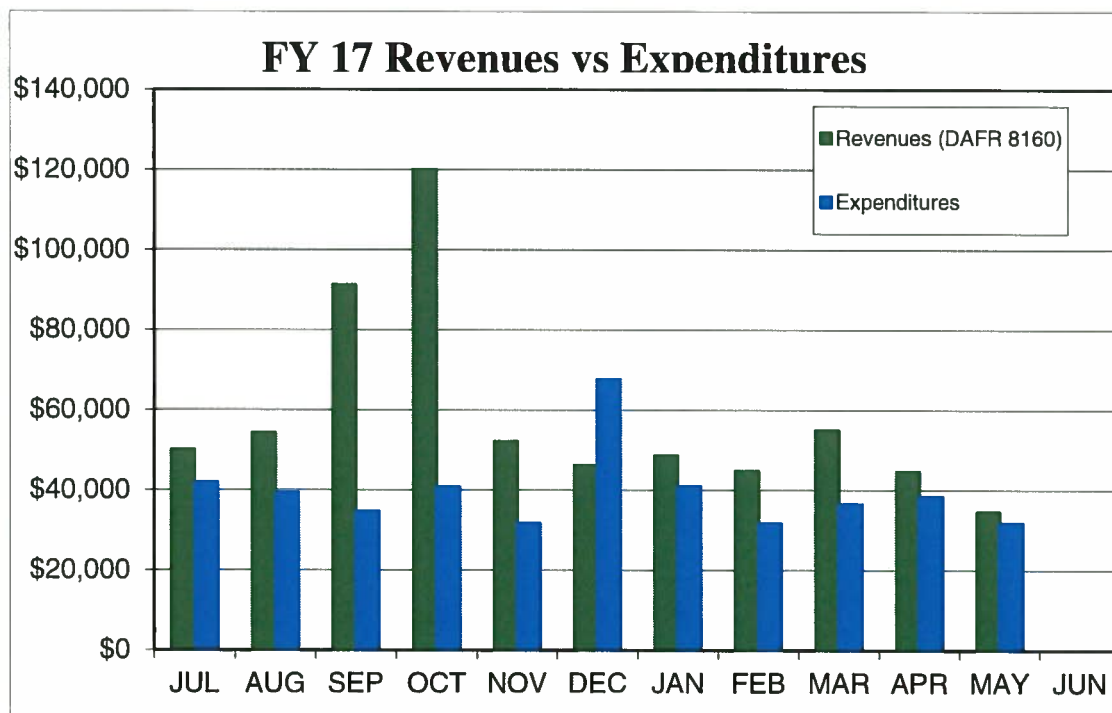
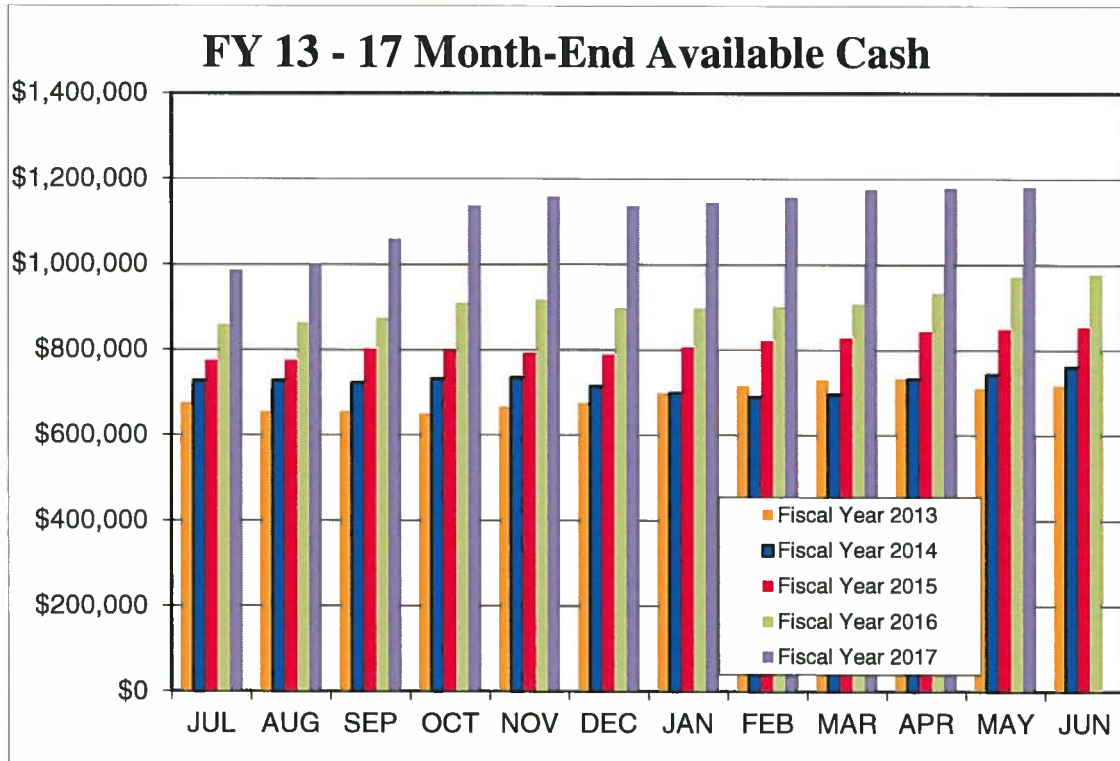
Statement of Revenues and Expenditures

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:	550,200	641,389	116.6%	(91,189)	51,651	693,041	126.0%
Expenditures							
Personnel:	416,400	319,545	76.7%	96,855	39,943	359,488	86.3%
Operating:	96,500	75,090	77.8%	21,410	6,146	81,236	84.2%
Capital:	37,300	40,752	109.3%	(3,452)	0	40,752	109.3%
Total Expenditures	550,200	435,387	79.1%	114,813	46,089	481,476	87.5%
Net for FY 2017	-	206,003			5,562	211,565	

Statement of Cash Balance

July 1, 2016 Beginning Cash Available	Fiscal Year to Date Revenues	Fiscal Year to Date Expenditures and Encumbrances	Other Changes in Cash	Available Cash as of May 31, 2017	Projected Change in Cash for Remainder of Year	Projected Year End Available Cash
977,144	641,389	(435,387)	(2,560)	1,180,587	5,562	1,186,149

# FACTORY BUILT STRUCTURES - 0229-28



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