



## APPLICATION FOR MANUFACTURED HOME PERMANENT FOUNDATION PERMIT

In areas where there is not an approved local building program, whomever (Idaho-licensed building contractor or homeowner) constructs a permanent foundation complying with HUD Federal Regulations § 3285 for a manufactured home must purchase a permanent foundation permit from the Division of Occupational and Professional Licenses (DOPL) formerly Building Safety (DBS) prior to the installation of the home.

A home placed upon piers and footings ("standard set") does not require a permit for the foundation. Piers and footings will be inspected as part of the installation permit inspection process.

- ★ A plan review for the foundation must be completed before the foundation permit can be issued. Submit a .pdf of the foundation plan with your application. This foundation plan must:

New Manufactured Homes: Conform with Part 24 Code of Federal Regulations § 3285.301 (Subpart D - Foundations) and per Idaho Code §44-2201 (use of Manufacturer's Installation Instructions required) in that the foundation plans must be certified and stamped by a Idaho-registered professional engineer or architect;

OR

Used Manufactured/Mobile Homes: The foundation plan must meet the requirements of the Idaho Residential code or shall be designed and stamped by an **Idaho**-registered engineer/architect.



STATE OF IDAHO DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES

1090 East Watertower Street, Suite 150
Meridian, Idaho 83642
Ph: 1-800-955-3044
Fax 1-877-810-2840

APPLICATION FOR MANUFACTURED HOME PERMANENT FOUNDATION PERMIT

Please fill out this application completely and submit with payment. If you have questions or need assistance completing the application, please call the Division of Occupational and Professional Licenses formerly Building Safety. Please note: permit fees are non-refundable and non-transferrable.

HOMEOWNER'S NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

IDAHO LICENSED CONTRACTOR NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

BUREAU OF OCCUPATIONAL LICENSING/RCE #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

JOB SITE ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP \_\_\_\_\_ COUNTY \_\_\_\_\_

GPS COORDINATES (if required to locate jobsite): LONGITUDE: \_\_\_\_\_ LATITUDE: \_\_\_\_\_

Mark "X" - NEW: \_\_\_\_\_ USED: \_\_\_\_\_ [Red arrow icon] REQUIRED TO PROCESS APPLICATION

New permanent foundations require a plan review. See pg 1 of this form. Inspection must be requested after forms and reinforcing steel have been placed and before the concrete is poured.

THIS PERMIT APPLICATION IS NOT AN INSPECTION REQUEST After the foundation plan has been approved, please call 1-800-839-9239 or go to dbs.idaho.gov to schedule your inspection.

SELECT THE METHOD YOU WISH TO RECEIVE YOUR PERMIT: EMAIL \_\_\_\_\_ MAIL \_\_\_\_\_ FAX \_\_\_\_\_ (FAX #: \_\_\_\_\_) (EMAIL: \_\_\_\_\_)

Table with 2 columns: Payment info (We Accept: cash, check, money order, Visa and MasterCard Make checks payable to the Division of Occupational and Professional Licenses or DOPL) and Total Fees (\$65.00)

PUBLIC RECORDS NOTICE - Business information such as your company address and phone number is considered public information under the Idaho Public Records Act. Your business address and phone number may be provided to a third party upon written request.

PURCHASER'S SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_ DATE: \_\_\_\_\_