CITY OF BOVILL

Manufactured Home Application

Application Submittal

Plans, applications and other written correspondence must be submitted electronically. Please ensure plans, application and checklist are complete to reduce the number of delays.
(If you need assistance or do not have digital plans, please contact our office)

Other Permit Contacts

State of Idaho Inspections:

Electrical and Plumbing

Permit Support:

(208) 334-3950

State Inspection Request Line

Electric and Plumbing)

dopl@dopl.idaho.gov

Permit site: dopl.idaho.gov

Latah County Inspections:

(208) 883-73220
Email:
PB@LATAHCOUNTYID.GOV

MANUFACTURED HOME INSTALLATION PERMIT
CITY OF BOVILL

Leave blank if no address has been assigned ↓

JOB ADDRESS: (number) (road name) (city) (zip code)	ASSESORS PARCEL NUMBER:

IF NO ADDRESS HAS BEEN ASSIGNED OR DRIVEWAY LOCATION HAS CHANGED, A NEW ADDRESS IS REQUIRED.

Point of Contact: ☐ Owner ☐ Contractor ☐ Engineer/Architect ☐ Other: _____

Preferred Method of Contact: ☐ Text ☐ Email ☐ Call

OWNER:		Mailing Address:	
Phone:	Cell #:	Email:	
CONTRACTOR:		Mailing Address:	
Phone:	Cell #:	Email:	License #:
INSTALLER:		Mailing Address:	
Phone:	Cell #:	Email:	License #:
DEALER:		Mailing Address:	
Phone:	Cell #:	Email:	License #:

# of Existing Dwellings on Parcel	**# of other structures on parcel**	**Uses on parcel:**
If you have your state plumbing and state electrical permits at the time of application, please submit.	Installation on: ☐ Pier ☐ Ribbon Footings ☐ Perimeter Foundation ☐ Full Basement	
Manufacturer:	**Model:**	**Year:** / **Size:**
Size of Exterior Decks: _____ ☐ Covered ☐ Uncovered	☐ **Attached is the marriage line blocking sheet, floor plan, and proof of snow load associated with this manufactured home**	☐ Single Wide ☐ Double Wide ☐ Triple Wide

THE PERMIT APPLIED FOR WITH THIS APPLICATION BECOMES NULL AND VOID IF NO INSPECTION IS REQUESTED AND PERFORMED FOR THE WORK AUTHORIZED WITHIN 180 DAYS FROM DATE OF ISSUANCE AND/OR **IF NO INSPECTION IS REQUESTED AND PERFORMED FOR A PERIOD OF 180 DAYS** FROM THE MOST RECENT INSPECTION. **THE COUNTY HAS NO RESPONSIBILITY TO MAKE YOU AWARE OF YOUR PERMIT'S EXPIRATION** AND ANY NOTIFICATION YOU MAY RECEIVE IS A COURTESY; YOU ARE ACCOUNTABLE FOR THE PERMIT'S STATUS. I AGREE THAT PURPOSELY SCHEDULING AN INSPECTION MORE THAN 48 BUSINESS HOURS IN ADVANCE OF THE INSPECTION WAIVES MY RIGHTS PRESCRIBED UNDER IDAHO CODE SECTION 39-4117. FURTHERMORE, THIS PERMIT IS VOIDABLE AND MAY BE REVOKED BY THE COUNTY IF THERE IS ANY MISREPRESENTATION IN THIS APPLICATION, INCLUDING BUT NOT LIMITED TO MISREPRESENTING THE LOCATION OF THE PROPERTY LINES OR IF THERE IS A FAILURE TO PERFORM THE WORK AS REPRESENTED IN THE APPLICATION.

BY SUBMITTING THIS APPLICATION, THE APPLICANT AND PROPERTY OWNER VOLUNTARILY CONSENT TO AND AUTHORIZE LATAH COUNTY STAFF AND CITY STAFF TO VISUALLY AND PHYSICALLY ASSESS AND DIGITALLY RECORD THE SUBJECT PROPERTY FOR PURPOSES OF APPLICATION REVIEW, INSPECTION, VERIFICATION, COMPLIANCE REVIEW, AND ENFORCEMENT OF APPLICABLE LAWS AND REGULATIONS. ANY VIOLATIONS OR UNLAWFUL CONDITIONS OBSERVED DURING LAWFUL ENTRY MAY BE INVESTIGATED AND ENFORCED IN ACCORDANCE WITH APPLICABLE LAW. REVOCATION OF CONSENT TO ENTER MAY BE GROUNDS FOR THE PERMIT TO BE WITHHELD, SUSPENDED, REVOKED, OR NOT RENEWED.

THE APPLICANT/OWNER/CONTRACTOR ARE RESPONSIBLE FOR KNOWING THE LOCATION OF THE PROPERTY LINES AND FOR REPRESENTING THEM TO THE COUNTY ACCURATELY. THE COUNTY IS NOT RESPONSIBLE FOR KNOWING OR VERIFYING THE LOCATION OF PROPERTY LINES AND VERIFICATION OF SUCH IS NOT PART OF ANY INSPECTION CONDUCTED BY THE COUNTY. THE COUNTY RELIES ON THE APPLICANT/OWNER/CONTRACTOR'S REPRESENTATIONS REGARDING THE PROPERTY LINES TO CHECK SETBACKS, ENSURE THE STRUCTURE IS BUILT ON THE PROPERTY INDICATED AND FOR COMPLIANCE WITH CODES. IF THE OWNER/APPLICANT/ BUILDER IS NOT AWARE OR UNSURE OF THE LOCATION OF THE PROPERTY LINES, THE OWNER IS RESPONSIBLE FOR PROCURING A SURVEY TO LOCATE THE PROPERTY LINES. THE APPLICANT OR OWNER IS RESPONSIBLE FOR ANY DAMAGES THAT MAY ARISE FROM ANY MISREPRESENTATION ON THIS APPLICATION OR ON ANY PROPERTY.

COMMENCEMENT OF CONSTRUCTION PRIOR TO THE ISSUANCE OF A BUILDING PERMIT OR IN VIOLATION OF ANY CODE, IS DONE WITH THE UNDERSTANDING THAT ALL WORK WILL BE REMOVED, AND PROPERTY CONDITIONS MAY BE REQUIRED TO BE RESTORED, IF A PERMIT IS NOT ISSUED OR IF IT IS REVOKED, AND THAT IF A PERMIT IS ISSUED THE PERMIT SHALL BE SUBJECT TO ADDITIONAL FEES. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER FEDERAL, STATE OR LOCAL LAW.

I HEREBY CERTIFY THAT I HAVE READ, EXAMINED, AND UNDERSTAND THIS APPLICATION AND NOTICE AND CERTIFY THIS APPLICATION TO BE TRUE AND CORRECT.

Authorization

The applicant does hereby certify that all of the above statements are information in any attachments transmitted herewith are true, and further acknowledges that approval of this application may be revoked if it is found that any such statements are false.

a. Signature of Property Owner * (required)	b. Date	c. Signature of Property Owner (If different than applicant)	d. Date
a. Signature of Contractor	b. Date		

OFFICE USE ONLY

Verified and Approved Zoning	**Date:**	
Please include any land application or zoning approval		

BUILDING PERMIT APPLICATION REQUIREMENTS

Please ensure all documentation is complete prior to submission to avoid delays in the permitting process. *Permits will not be accepted unless all documentation is provided at the time of submission*.

TO OBTAIN A PERMIT FOR NEW CONSTRUCTION, THE FOLLOWING ITEMS ARE REQUIRED WITH THE APPLICATION. IDAHO CODE REQUIRES APPLICATIONS WITH MISSING INFORMATION BE DEEMED INCOMPLETE UNTIL ALL OF THE REQUIRED INFORMATION HAS BEEN SUBMITTED.

- **Complete submittal of the building permit application** including applicant information, contact information, contractor information, address or parcel number.
- **Signature**: The property owner(s) are required to sig n the application.
- **Zoning approval** completed through the city to make sure that the parcel is buildable, will meet all the setback requirements, will meet any other zoning requirements (such as flood hazard permits, design standards, etc.) and has all the necessary zoning permits.
- **Non-refundable permit deposit**
- **Address/change of address** or existing assigned address at the location of the access point off the road.
- **Site plan**
- **Approval for sewer/water hook up**
- **Plans** demonstrating how the building will be constructed to code. Refer to the building permit application/checklist for items required for plan submittal. Typically, structures approved under the IBC and some structures under the IRC require plans designed and stamped by an Idaho licensed design professional (architect or engineer). Check with our office prior to designing your plans for required design standards. **There is a fee for paper plans larger than 11x17**. Once approved, plans must be printed to scale and available on site for the inspector.
- **Engineering documentation if required based on permit**. Stamped, signed and dated by the engineer. All trusses are required to be engineered to meet the required snow load.

IN ADDITION TO THE ABOVE, PLEASE CHECK EACH PERMIT PACKET FOR ADDITIONAL REQUIREMENTS. INITIAL DETERMINATION OF COMPLETENESS DOES NOT GUARANTEE PLAN REVIEW APPROVAL OR THAT ADDITIONAL INFORMATION WILL NOT BE NEEDED DURING THE PLAN REVIEW PROCESS.

CITY OF BOVILL

Snow Load Disclosure for Manufactured Housing Installation Permit Applicants

Date:

Jurisdiction: Latah County

Site Location:

Parcel Number:

Site Specific Roof Snow Load:

Applicant Name:

Applicant Address:

Permit Number:

Manufactured Home Snow Load, if known:

I acknowledge that the manufactured home that I am installing/is being installed on my behalf does not meet, or is presumed not to meet, the Snow Load for the location it is being installed (as listed above). I understand that the Snow Load for the manufactured home that is being installed is presumed to be 30 pounds or less. I understand that this can cause the roof or other portions of the structure to fail because the manufactured home was not designed to withstand the amount of snow that occurs at this location.

Signature of Owner: _____

LATAH COUNTY MANUFACTURED HOME SETUP GUIDELINES

Setup Component	Standard Set (Personal Property)	Permanent Foundation (Real Property Setup)		
		Concrete	Block	Treated Wood
Fills over 6” engineered	X	X	X	X
Minimum slope 5% away from home	X	X	X	X
Vapor barrier, 6 mil	X	X	X	X
Anchors, tie downs	X	X	X	X
Footings	Precast, Poured, Lumber, Runners, or Listed prefabricated pads, Min. 256 sq. inches.	Minimum 8” x 16”, 30” below grade, 2 - #3 rebar continuous	Minimum 8” x 16”, 30” below grade, 2 - #3 rebar continuous	Minimum 8” x 16”, 30” below grade, 2 - #3 rebar continuous
Stem Wall or Skirting	A durable rigid material, such as vinyl, wood (not within 6” of earth), aluminum or steel.	Minimum 6” thick by 23” high. (28” to achieve frost depth if using 8” footing). #3 rebar at 18” o.c. horizontals & 32” o.c. verticals.	A minimum of 3 and Maximum of 6 rows. #3 rebar at 32” o.c. verticals and [1] #3 bar placed in the top course. All cells with rebar shall be filled.	A minimum of 24” and a maximum of 48” in height. 2”x4’ studs at 16” o.c. Plywood 15/32” minimum. 1/2’” x 7” anchor bolts spaced 6’ o.c. All wood shall be p.t.
Piers	8” x 8” x 16” open cell blocks, vertical cells. Max height 80”	8” x 8” x 16” open cell blocks, vertical cells. Max height 80”, No more than 25% over 36”, unless set on a basement	8” x 8” x 16” open cell blocks, vertical cells. Max height 80”	8” x 8” x 16” open cell blocks, vertical cells.
Pier caps	4” x 8” x 16” precast concrete pier cap	4” x 8” x 16” precast concrete pier cap	4” x 8” x 16” precast concrete pier cap	4” x 8” x 16” precast concrete pier cap
Location of piers under frame or perimeter. Any home over 11’ wide must have perimeter blocking.	12” from ends, 6’ o.c., no more than 6” variance for obstructions. Roof loads of 40 PSF	12” from ends, 6’ o.c., no more than 6” variance for obstructions, 40 PSF	12” from ends, 6’ o.c., no more than 6” variance for obstructions, 40 PSF	12” from ends, 6’ o.c., no more than 6” variance for obstructions, 40 PSF
Marriage line blocking	As required and marked by manufacturer. Single stack block piers not to exceed 5000#, Double stacks not to exceed 16000#.	As required and marked by manufacturer. Single stack block piers not to exceed 5000#, Double stacks not to exceed 16000#.	As required and marked by manufacturer. Single stack block piers not to exceed 5000#, Double stacks not to exceed 16000#.	As required and marked by manufacturer. Single stack block piers not to exceed 5000#, Double stacks not to exceed 16000#.

Marriage line rim joist supports	8’ o.c., all roof loads over 30 psf or greater except where there is wall above then supports shall be located 6’ o.c. for 40#, 4’ o.c. for 60# & 3’ o.c. for 80#	8’ o.c., all roof loads over 30 psf or greater except where there is wall above then supports shall be located 6’ o.c. for 40#, 4’ o.c. for 60# & 3’ o.c. for 80#	8’ o.c., all roof loads over 30 psf or greater except where there is wall above then supports shall be located 6’ o.c. for 40#, 4’ o.c. for 60# & 3’ o.c. for 80#	8’ o.c., all roof loads over 30 psf or greater except where there is wall above then supports shall be located 6’ o.c. for 40#, 4’ o.c. for 60# & 3’ o.c. for 80#
Venting	1:300, min. 8 vents, 3’ from each corner, 20’ o.c.	1:300, min. 8 vents, 3’ from each corner, 20’ o.c.	1:300, min. 8 vents, 3’ from each corner, 20’ o.c.	1:300, min. 8 vents, 3’ from each corner, 20’ o.c.
Separation from ground	**6”**	**6”**	**6”**	**6”**
Porches, Supports under exterior wall of home 4’ o.c. required under the full length of the area of attachment.	Designed and constructed as self supporting.	Designed and constructed as self supporting. Attached for weather seal only.	Designed and contracted as self supporting. Attached for weather seal only.	Designed and constructed as self supporting. Attached for weather seal only.
Covered porches, decks: Supports under exterior wall of home 4’ o.c. required under the full length of the area of attachment	Designed and constructed as self supporting. Footings below frost depth. Attached for weather seal only.	Designed and constructed as self supporting. Footings below frost depth. Attached for weather seal only.	Designed and constructed as self supporting. Footings below frost depth. Attached for weather seal only.	Designed and constructed as self supporting. Footings below frost depth. Attached for weather seal only.
Mechanical, Ducts, Clearance from ground 1” min.	Crossover insulated to R-8, w/ 1.0 Perm vapor barrier	Crossover insulated to R-8, w/ 1.0 Perm vapor barrier	Crossover insulated to R-8, w/ 1.0 Perm vapor barrier	Crossover insulated to R-8, w/ 1.0 Perm vapor barrier
Clothes Dryer Ducts, Min 4” diameter, Max length 25’, reduced 5’ for ea 90 deg. Turn. Rigid metal, PVC or flexible metal.	No flexible foil or nonmetallic within 3’ of dryer or enclosed within a wall or floor	No flexible foil or nonmetallic within 3’ of dryer or enclosed within a wall or floor	No flexible foil or nonmetallic within 3’ of dryer or enclosed within a wall or floor	No flexible foil or nonmetallic within 3’ of dryer or enclosed within a wall or floor
Anchoring, Listed device, 3,150 lb. W/ capacity for 4,725 lbs. Of uplift. Extends to frost depth or below.	Required. 2’ from each end, 11’ o.c. No open hook ends.	2’ from each end, 11’ o.c. No open hook ends.	2’ from each end, 11’ o.c. No open hook ends.	2’ from each end, 11’ o.c. No open hook ends.

Exterior Exit Landings Required:	Min 3’ x 3’; Guardrails & handrails required over 30” high.	Min 3’ x 3’; Guardrails & handrails required over 30” high.	Min 3’ x 3’; Guardrails & handrails required over 30” high.	Min 3’ x 3’; Guardrails & handrails required over 30” high.
Footings – Runners	8”x18” w/ (2) #3 reinforcing bars. Marriage line is 20” wide. If runners are to include two or more rows of support (2) additional reinforcing bars shall be used for each row of supports.	8”x18” w/ (2) #3 reinforcing bars. Marriage line is 20” wide. If runners are to include two or more rows of support (2) additional reinforcing bars shall be used for each row of supports.	8”x18” w/ (2) #3 reinforcing bars. Marriage line is 20” wide. If runners are to include two or more rows of support (2) additional reinforcing bars shall be used for each row of supports.	8”x18” w/ (2) #3 reinforcing bars. Marriage line is 20” wide. If runners are to include two or more rows of support (2) additional reinforcing bars shall be used for each row of supports.
Perimeter Blocking Location	6” or less from each corner, 8’ on center maximum for roof load of 40 psf or less; 6’ on center maximum for roof load of more than 40 but less than 60 psf; 4’ on center maximum for roof load of more than 60 psf but less than 80 psf. Perimeter foundation required for homes with roof load of more than 80 psf.	Entire perimeter	Entire perimeter	Entire perimeter