

**Minidoka County Building Department**

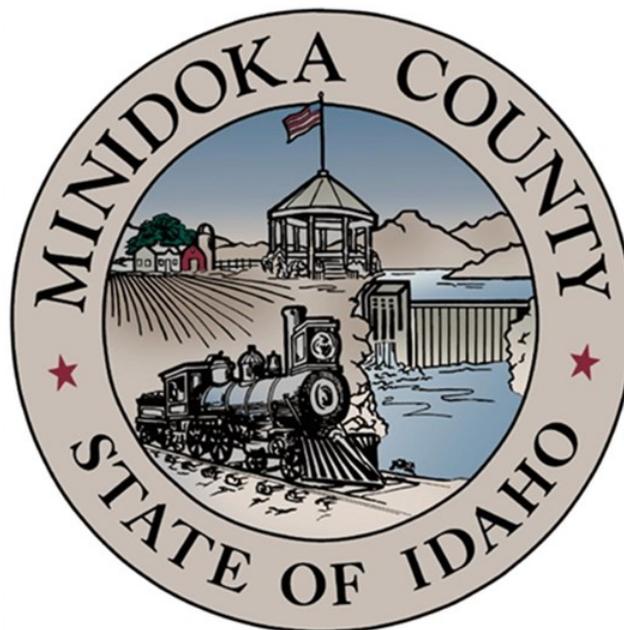
# **MANUFACTURED HOME PACKET**

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# Manufactured Home Permit Guide

This guide outlines the requirements for obtaining a Residential Building Permit to construct a structure within Minidoka County. In order to ensure that your application is processed in a timely manner, please provide a **complete application and submittals**. For application and submittal requirements, see the attached application and general information sheet.

## **Building Department**

Brett Stephens – Community Development Administrator—BStephens@minidokacounyt.id.gov

Rick Nay – Building Official / Building Inspector – RNay@minidokacounty.id.gov

## **CURRENT CODES:**

2018 International Residential Code (IRC)

2018 International Building Code (IBC)

## **CLIMATE AND GEOGRAPHIC DESIGN CRITERIA**

GROUND SNOW LOAD	WIND DESIGN				SEISMIC DESIGN CATERGORY	SUBJECT TO DAMAGE FROM			WINTER DESIGN TEMP	ICE BARRIER UNDERLAYMENT REQUIRED	FLOOD HAZARD	AIR FREEZ- ING INDEX	MEAN ANNUAL TEMP
	SPEED	TOPOGRAPHIC EFFECTS	SPECIAL WIND REGION	WIND- BORNE DEBRIS ZONE		WEATHERING	FROST LINE DEPTH	TERMITE					
20 lbs (4800)	90 MPH	NO	NO	NO	B	SEVERE	24"	SLIGHT/ MODERATE	5 F	NO	1977 FIRM 160201B	1261	48.1 F

## **SETBACKS**

**County** – 5’ From Property Lines; 30’ From Edge of Road Right of Ways

**Cities** – 5’ From Property Lines; 20’ From Edge of Road Right of Ways

## **OTHER ENTITIES:**

Idaho Division of Building Safety - (800) 955-3044

Electrical/Plumbing Permits

South Central Health District – (208) 678-8221

Minidoka Highway District – (208) 436-6112

Minidoka Irrigation District – (208) 436-3188

A&B Irrigation District – (208) 436-3152

## **FIRE DEPARTMENTS:**

City of Rupert : (208) 436-9600

West End : (208) 438-4511

MCFPD: (208) 679-8250

## **CITY ZONING:**

City of Paul:

Paul Aston - (208) 312-4602

City of Rupert:

City of Acequia:

Matt Darrington - (208) 260-5280

City of Minidoka:

## **CITIES:**

City of Paul : (208) 438-4101

City of Rupert : (208) 436-9600

City of Acequia: (208) 436-6775

City of Minidoka: (208) 531-4101

## MANUFACTURED HOME LAND USE

LAND USE	ZONING DISTRICT										
	P=PERMITTED			S=SPECIAL USE				N=NOT PERMITTED			
	AL	AM	AH	RL	RM	RH	CL	CG	IL	IH	O
<b>MH CLASS A</b>	P	P	P	P <sup>7</sup>	P <sup>7</sup>	S	P				
<b>MH CLASS B</b>	P <sup>7</sup>	P	P	N	N	N	N	N	N	S <sup>7</sup>	P
<b>MH CLASS C<sup>8</sup></b>	N	N	N	N	N	N	N	N	N	N	N
<b>MH NONCONFORMING<sup>9</sup></b>	N	N	N	N	N	N	N	N	N	N	N

7. The applicable classes of manufactured homes are permitted, but may be subject to other ordinances adopted by governing body dealing with buildings or structures built outside of the jurisdiction.
8. Class C manufactured homes as defined in this title are permitted only in mobile home parks.
9. Nonconforming manufactured homes as defined in this title are permitted only in mobile home parks.

### DEFINITIONS

**MANUFACTURED HOME (MOBILE HOME):** A single-family dwelling designated for transportation after fabrication on streets and highways on its own wheels or on a flatbed or other trailers, and arriving at the site where it is to be occupied as a dwelling complete and ready for occupancy, except for minor incidental unpacking and assembly operations located on jacks or other temporary or permanent foundations, connections to utilities, and the like. A prefab dwelling unit or travel trailer (RV) is not to be considered as a mobile home.

**MANUFACTURED HOME (MOBILE HOME) CLASS A:** A dwelling unit manufactured and installed with all the following characteristics:

- Mass produced in a factory;
- Built on a frame, designed and constructed for transportation to a site for installation and use when connected to required utilities;
- Properly connected to sewer, water and electrical services;
- Designed for long term residential use by a family, containing kitchen, bath and sleeping facilities;
- Multisectional and at least twenty feet (20') wide at the narrowest point, with a minimum of four hundred (400) square feet per section (minimum total square footage equal to 1,000 square feet);
- Constructed after June 15, 1976, and certified as meeting the mobile home construction and safety standards of the U.S. department of housing and urban development;
- Has a painted metallic, wood, shake, asphalt shingle or similar type roof with a minimum pitch of two to twelve (2:12) (pitch to run);
- Has an eaves of a minimum of six inches (6"), or eaves and gutter combination with a minimum of six inches (6"), attached to the entire perimeter of the roof;
- Has horizontal metal lap siding, simulated wood siding, or wood siding similar to permanent residential structures;
- Has a foundation that is similar in appearance and durability to concrete or masonry foundations of site built dwellings and which surrounds the entire perimeter of the structure, completely enclosing the space between the siding and the finished grade; and
- Is permanently affixed, with the running gear and towing hitch removed, and set upon a foundation base having an anchoring system that is totally concealed under the structure.

**MANUFACTURED HOME (MOBILE HOME) CLASS B:** A dwelling unit manufactured and installed with all the following characteristics:

- Mass produced in a factory;
- Built on a frame, designed and constructed for transportation to a site for installation and use when connected to required utilities;
- Properly connected to sewer, water and electrical services;
- Designed for long term residential use by a family, containing kitchen, bath and sleeping facilities;
- Constructed after June 15, 1976, and certified as meeting the mobile home construction and safety standards of the U.S. department of housing and urban development. If constructed before the above mentioned date, the home shall conform to the mobile home rehabilitation act, Idaho Code title 44, chapter 25;
- New, new condition or rehabilitated so that all roofing, siding, and exterior trim is intact, good condition and paint that is not blistered, peeling, or dull in color;
- Units at least fourteen feet (14') wide at the narrowest point, with a minimum of six hundred (600) square feet;
- Has a factory constructed painted metallic, wood, shake or shingle, asphalt or fiberglass shingle or similar residential type roof with a minimum pitch of two to twelve (2:12) (pitch to run);
- Has an eaves of a minimum of six inches (6"), or an eaves and gutter combination with a minimum of six inches (6"), attached to the entire perimeter of the roof;
- Has horizontal metal lap siding, simulated wood siding, or wood siding similar to permanent residential structures;
- Has a foundation that is similar in appearance and durability to concrete or masonry foundations or approved skirting material, which matches the exterior siding. The foundation or skirting surrounds the entire perimeter of the structure, completely enclosing the space between the siding and the finished grade; and
- Is permanently affixed, with the running gear and towing hitch removed, and set upon a foundation base having an anchoring system that is totally concealed under the structure.

**MANUFACTURED HOME (MOBILE HOME) CLASS C:** A dwelling unit manufactured and installed with all the following characteristics:

- Mass produced in a factory;
- Built on a frame, designed and constructed for transportation to a site for installation and use when connected to required utilities;
- Properly connected to sewer, water and electrical services;
- Designed for long term residential use by a family, containing kitchen, bath and sleeping facilities;
- Constructed after June 15, 1976, and certified as meeting the mobile home construction and safety standards of the U.S. department of housing and urban development. If constructed before the above mentioned date, shall conform with the mobile home rehabilitation act, Idaho Code title 44, chapter 25; and
- F. Does not meet all definitional characteristics in subsections E through K of the definition of "manufactured home (mobile home) class A" and in subsections E through L of the definition of "manufactured home (mobile home) class B" of this section.

**MANUFACTURED HOME (MOBILE HOME) NONCONFORMING:** A dwelling unit manufactured and installed with all the following characteristics:

- Mass produced in a factory;
- Built on a frame, designed and constructed for transportation to a site for installation and use when connected to required utilities;
- Properly connected to sewer, water and electrical services;
- Does not meet all definitional characteristics in subsections E through K of the definition of "manufactured home (mobile home) class A", in subsections E through L of the definition of "manufactured home (mobile home) class B" and subsection E of the definition of "manufactured home (mobile home) class C" of this section.

# MANUFACTURED HOME REVIEW SUBMITTAL CHECKLIST

## Notice to applicants:

This checklist is designed to provide the basic information needed to allow the Building Department and various agencies to complete a plan review of the proposed project. These are basic guidelines and more submittals may be required upon request.

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- ◆ MANUFACTURED, MODULAR, DOUBLE-WIDE, AND OTHER FACTORY BUILT HOMES
- ◆ Additional permits ARE REQUIRED for ELECTRICAL, PLUMBING, AND HVAC work.
- ◆ Permit applications are reviewed in the order they are received. To avoid delays please make sure that all required information is submitted. Please allow 5-10 Business days for most plan reviews, once ALL information is received.

**Two (2) sets of Plans – Minimum size 11”x17” to scale (ALL Text must be Large enough to read)**

**\*\*Larger plans may be requested if applicable\*\***

### Site Plan

- Building(s) shall be correctly oriented and site specific.
- Include location of all existing and new structures on site.
- Include setbacks from structure to property lines, easements, and dimensions between structures.
- Show locations of all utility lines, labeled.
- Indicate drainage flow. Slope grade away from house 6” in 10’.
- Indicate North Arrow
- Indicate lots corners.
- Indicate locations and dimensions of all easements
- Location of septic system and drain field approved by South Central Health District. (County Applicants)
- Location of an Approved Drive Approach approved by Minidoka County Hwy Dist. (County Applicants)
- Fire District approval for drives longer than 150’.

### Foundation Plan

- Foundation and footings shall include dimensions and reinforcement type, size, and location. OR
- Blocking and Anchoring design showing spacing, sizing, locations
- Include heights for stem wall, including varying heights at stepped locations.
- Detail insulation material types with R-value, location and weather protection for slabs, foundation stems, mono-footings, crawlspaces, and/or basement walls.
- Hold-down types or other embedment hardware for framing attachments, including locations.
- Cross-section of foundation and detail.
- Indicate Foundation elevations
- Indicate location and size of all foundation vents.
- Skirting Details

### Floor Plan

- Building Dimensions
- Window and door sizes and location
- Location of ALL SMOKE DETECTORS and CARBON MONOXIDE alarms.
- Braced wall lines clearly indicated (interior and exterior) with methods to be used and foundation attachment.
- Labels for intended use of each Room.
- Included Square Footage summary of the following: living area, garage, carport, covered patios, porches, basement (finished or unfinished), and any other areas.
- Provide expanded floor plan for all rooms adjacent to an addition. (Additions only).

### **Details**

- Detailed Drawings and manufactured specifications for the installation.

### **Elevations**

- Front, back, and both sides.
- Specific materials used for roof covering and exterior finishes
- Stepped foundations, when applicable.

### **Flood Plain**

YES  NO  Is this located in a floodplain?

- Floodplain elevation certificate from certified engineer or surveyor for all projects built within Minidoka County's designated flood plain areas must be provided by the owner.
- A pre-construction elevation survey is required for all structures constructed within the flood plain to establish base elevations.
- Flood Plain Construction methods or Finish Floor Elevation of 2 feet above existing grade plain.

### **Landings and Egress**

- Diagram including: dimensions, elevation, handrails/guardrails of landings, stairs used for egress.

### **Exterior Photos (Not applicable to New Homes)**

- Exterior photos of all sides of used/existing homes.

### **Legal Documents**

- Showing Ownership, Make, Model, Year

### **Proof of Paid Taxes**

- Proof showing all taxes are current from Minidoka County or other County.

### **State of Idaho Rehabilitation - Older than June 15, 1976**

- Approved Rehabilitation paperwork through the State of Idaho.

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## **Shoreline Development**

All development on the Snake River Shoreline will need to be reviewed by Minidoka County Building and Zoning Department. If applicable proper applications will be required to be submitted to proper agencies for approval. A pre-construction elevation survey will be required for structures adjacent to the Snake River or other Flood Plains.

## **Project Valuation**

Project Value is used to calculate fees for the building permit. Project Value is the total value of the construction work for which the permit is issued, **including overhead and profit** as well as finish work, painting, roofing, electrical, plumbing, heating/air conditioning, elevators, fire extinguishing systems, other permanent equipment, and owner supplied items. Project value excludes land.

## **Manufactured Homes**

Manufactured homes that were constructed prior to June 15, 1976, that are being relocated, must follow the State of Idaho rehabilitation requirements and be inspected in accordance with Idaho Code 44-2503. The application must show proof of ownership and date of manufacturing of the Manufactured Home. Prior to applying for a permit the applicant must have a Mobile Home Compliance Rehabilitation Certificate from the State of Idaho Division of Building Safety. (These forms may be provided in our office).

Property Owner			
Name		City/State	Phone
Address			Email
Property Detail			
Parcel ID <input type="checkbox"/> Verified		Lot/Block/Subdivision	
Approximate Site Address		Fire District	Lot Size
Applicant /Contractor			
Name		Address	
Company		Phone	
License#	Expiration	Email	
Project Details			
Please Check One:		Make	Model
<input type="checkbox"/> Class A <input type="checkbox"/> Class B <input type="checkbox"/> Class C			Year
Building Use Description / Type of Occupancy:			
Scope of Work Description:			
Total Sq. Ft.	Taxes Paid: (Circle One)  YES   NO	Has Any work been Started?	
Dimensions:		Are there Existing Structures on the Property?	
		Zoning District: (circle one)  RL RM RH AL AM AH CL CG IL IH	

**Required Review Approvals and Comments**

Approvals & Comments may be Emailed to [Building@co.minidoka.id.us](mailto:Building@co.minidoka.id.us)

<b>Zoning (City or County)</b>	Date
Signature	Printed Name
<b>Fire District</b>	Date
Signature	Printed Name
<b>Hwy Department Access</b>	Date
Signature	Printed Name
<b>Irrigation District</b>	Date
Signature	Printed Name
<b>Public Health District</b>	Date
Signature	Printed Name

**PERMIT AGREEMENT**

THIS PERMIT CAN BECOME NULL AND VOID IF WORK OR CONSTRUCTION IS NOT COMMENCED WITHIN 180 DAYS OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK HAS COMMENCED.

**R110.1 Use and occupancy.**

No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the *building official* has issued a certificate of occupancy therefor as provided herein. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the *jurisdiction*. Certificates presuming to give authority to violate or cancel the provisions of this code or other ordinances of the *jurisdiction* shall not be valid.

**R110.5 Revocation.**

The *building official* shall, in writing, suspend or revoke a certificate of occupancy issued under the provisions of this code wherever the certificate is issued in error, or on the basis of incorrect information supplied, or where it is determined that the building or structure or portion thereof is in violation of any ordinance or regulation or any of the provisions of this code.

I certify that the application and scope of work provided are accurate.

Applicant / Authorized Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_