



BLAINE COUNTY BUILDING SERVICES

Manufactured Home Building Permit Application Checklist

Before you apply, be sure that your plans will meet zoning requirements. All building permit applications will receive zoning review **PRIOR** to structural review. If there is a zoning issue, the application will not continue on into the Building department. To expedite your application, zoning questions should be addressed **PRIOR** to applying for a building permit.



COMPLETED APPLICATION FORM must include:

- Complete the application form
- Name **AND** mailing address of owner, foundation contractor with address, phone and fax, Home Company (i.e. Fleetwood, Kit, etc.) with address, phone and fax. Salesperson name is helpful.
- Smoke Detectors** (battery operated) are required in all sleeping rooms
- Snow loads** for your location _____ are _____. **Advise your manufacturer.** _____ (date and initials) Blaine County staff.
- Copy of a purchase order or documentation that reflects the **snow load ordered** and truss specifications from the manufacturer to support the ordered snow load
- Site address - get from Assessor's Office
- Parcel Number - get this from the Assessor's office, too.
- Zone - R-2.5, R-5, A-10 A-20 etc. Do you need other **Zoning approval**? If you're not sure check with Zoning Department
- Class of work - Is this a new home, a used home that is being moved and/or is a garage included?
- VALUE, is the cost of the foundation and set up fee and/or garage.
- Include a **copy** of septic permit with this application
- Road access permit - if there is not an existing access a permit must be obtained. If property is accessed from a private road permit is not required.
- Fire Department** approval with Chief signature is required. Check to see what Fire District you are in. There are 5 Districts, Ketchum (Mike Elle, Fire Chief 726-7805), Wood River (Bart Lassman, Fire Chief, 788-5577), Smiley Creek Rural Fire District (Scott Williams 774.2257), and Carey Rural (Richard Kimball 208-720-2076). Non-district areas are Fire Marshal Bill Dyer, 788-5573.
- Date of manufacture of your home must be included on application form.
Caution-If manufactured home was built *prior to June 15, 1976*, then it must be rehabilitated and certified for placement per State of Idaho Department of Building Safety. Contact the Building Department for additional information.



THE PLANS must include:

- 2 full CONSTRUCTION sets for the foundation must include:**
 - tie down type and spacing,
 - rebar specs for footings and stem walls,
 - pier support placement and types. **All plans from manufacturer MUST reflect pier supports specific to the snow load, i.e. the higher the snow load, the closer the piers may be placed. Manufacturer specifications must be supplied.**
 - basement egress if applicable
 - waterproofing
 - retaining walls - must be engineered over 4' tall as measured from bottom of footing.

- RAMADA ROOF COVERING:** If your home cannot meet the required snow load for the area you want it to be placed, you must provide a roof covering or ramada which is engineered to meet the snow load requirements ranging from 50 to 150 pounds per square foot roof load. In that event, you must provide complete engineered structural plans for the ramada with this application. Submittal requirements are listed below.
- Site plan showing set backs with scale**
 - drainage plan - this is VERY important to a manufactured home
 - soils report If applicable
 - power transmission line clearances approved by Idaho Power
 - other structures on the property
 - access for fire department
 - Flood zones, wetlands, or elevations for hillside review
 - Elevations for all sides of structure to scale**
 - Floor plan of each floor, including basement, with labeled usage**
 - Electric Power Meter Base** shall be located on the exterior per Idaho Power Company or your local power provider's standards. Contact your provider for details.



IF A GARAGE OR RAMADA IS BEING APPLIED FOR YOU MUST SUBMIT:

- Foundation plan**
 - Required to show wind and seismic hold down placement or statement from engineer that hold downs are not required.
 - Include lateral calculations prepared by engineer
- Framing plan**
 - Grade and species of lumber
 - All connections to foundation, especially at posts or columns
 - Show hangers, headers, straps, etc.
 - Shear wall locations and nailing patterns
 - garage side wall panels at opening minimum 2' 8"
- Roof framing must include**
 - Out-rigger details
 - Over framing details, if applicable
 - Truss blocking and stamped truss specifications
 - Roofing materials

Complete plans will expedite your project through the permit process. Deferred submittals are subject to a 100% plan check fee in addition to the original plan check fee in accordance to Blaine County Code.

ALLOW 4 WEEKS

for building permits to be issued during busiest building season - March through October.
Proposed use of non-approved, or alternative building products may take longer.

219 1st Avenue South, Suite 208, Hailey, Idaho 83333 (208) 788-5573 FAX (208) 788-5576