



BLAINE COUNTY BUILDING SERVICES

**BUILDING PERMIT APPLICATION FOR MANUFACTURED HOME**

**CALL BEFORE YOU DIG! 1-800-342-1585**

Doublewide home requires a permanent concrete foundation and truss specifications to meet minimum County standards. **Two sets of stamped** engineered plans will be required to verify roof live load. Singlewide homes are permitted only when a conditional use permit per Blaine County Code has been obtained. The structural design of the foundation must conform to Blaine County Code, Title 7, and Manufacturer specifications for permanent perimeter concrete footings stem walls and tie-downs and Idaho Manufactured Homes Installa Standards. Non-HUD units manufactured before **June 15, 1976, are subject to rehabilitation criteria**. All Blaine County Building Permits are subject to Zoning Review prio issuance. Please review the Manufactured Home checklist.

Permit # \_\_\_\_\_

<b>Contact Person &amp; Owner</b>	Contact Person	Phone	Email Address
	Property Owner Name &Phone	Mailing Address	Email Address
<b>Property Information</b>	Job Site Address		Parcel #
	Subdivision	Lot #	Block #
<b>Manufacture Home Company</b>	Name	Mailing Address	Phone
	Serial # of Manufactured Home	Model #	Date of Manufacture
<b>Installer</b>	Name		Address
	Phone		License #
<b>Contractor</b>	Name	Mailing Address	Phone
	Company Name	Registration #	Email
<b>Class Of Works:</b>		<b>Square Feet</b>	<b>Project Value</b>
New _____	<b>Zone</b> _____ In a Floodplain Yes    No Within the Building Envelope Yes    No	Living _____	Foundation Only _____
Move _____		Garage _____	Foundation & Garage _____
		Total _____	

**South Central Public Health Dist. Approval**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Road Access Approval**

State Access Permit # \_\_\_\_\_ County Access Permit # \_\_\_\_\_

**Fire Department**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**ACKNOWLEDGMENT:**

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED HAS NOT COMMENCED WITHIN 180 DAYS. EXTENSION OF THIS PERMIT MAY BE GRANTED PER BLAINE COUNTY CODE. FINAL INSPECTIONS ARE REQUIRED; CERTIFICATE OF OCCUPANCY IS REQUIRED PURSUANT TO BUILDING CODE. I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND ALL ASSOCIATED PLANS AND INFORMATION, AND KNOW THE SAME TO BE TRUE, CORRECT, AND COMPLETE REPRESENTATION OF THE PROPOSED PROJECT. I ALSO HEREBY AUTHORIZE BLAINE COUNTY LAND USE AND BUILDING SERVICES TO ENTER THIS PROPERTY FOR ALL RELEVANT INSPECTIONS ALLOWED PURSUANT TO THE BLAINE COUNTY BUILDING.

HEREN OR NOT: INCLUDING DUST CONTROL ON YOUR PROJECT, LIENS MAY BE UTILIZED FOR COMPLIANCE ISSUES RELATED TO BLAINE COUNTY CODE.

**CONTRACTOR/AUTHORIZED AGENT:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Internal Use Only</b>	Special Requirements of the permit:	
	Permit Fee:	\$ _____
	Fire Department Plan Check:	\$ _____
	Special Assessment:	\$ _____
	Final Einspection Deposit(refundable):	\$ _____
	Bond/Mound Deposit (refundable):	\$ _____ Amt. Paid: _____ Date Paid _____
		Receipt # _____ Total \$ _____
	Application Approval: Building Official Signature:	
	Signature _____ Date _____	



## 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:**

1. Complete the application form
2. 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.
3. **Smoke Detectors** (battery operated) are required in all sleeping rooms
4. **Snow loads** for your location \_\_\_\_\_ are \_\_\_\_\_. **Advise your manufacturer.** \_\_\_\_\_ (date and initials) Blaine County staff.
5. 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
6. Site address - get from Assessor's Office
7. Parcel Number - get this from the Assessor's office, too.
8. 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
9. Class of work - Is this a new home, a used home that is being moved and/or is a garage included?
10. VALUE, is the cost of the foundation and set up fee and/or garage.
11. Include a **copy** of septic permit with this application
12. 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.
13. **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.
14. 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:**

1. **2 full CONSTRUCTION sets for the foundation must include:**
  - a. Tie down type and spacing,
  - b. Rebar specs for footings and stem walls,
  - c. 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.**
  - d. Basement egress if applicable
  - e. Waterproofing
  - f. 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:**

**1. Foundation plan**

- a. Required to show wind and seismic hold down placement or statement from engineer that hold downs are not required.
- b. Include lateral calculations prepared by engineer

**2. Framing plan**

- a. Grade and species of lumber
- b. All connections to foundation, especially at posts or columns
- c. Show hangers, headers, straps, etc.
- d. Shear wall locations and nailing patterns
- e. garage side wall panels at opening minimum 2' 8"

**3. Roof framing must include**

- a. Out-rigger details
- b. Over framing details, if applicable
- c. Truss blocking and stamped truss specifications
- d. 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

# RESOURCES FOR OBTAINING A MANUFACTURED HOME BUILDING PERMIT

## BASIC PROCESS FOR APPROVAL:

Once your permit has been applied for in the building department, every permit will go through an in-house zoning review and structural review. These reviews will be done in the order submitted. Zoning and Structural reviews will be conducted simultaneously whenever possible and practical to expedite the permitting process. **COMPLETE PLANS MUST BE PROVIDED** for the process to move through review. The more complete the plans, the quicker this review can be done. Below are some helpful suggestions to get you through this process. Valuation to determine building permit fees will be based on on-site improvements only, e.g., the foundation for the home and/or a garage, decks, or covered porches.

1. **Thoroughly** read the informational brochure. Ask a question about things you may not understand.
2. Submit a **completed application** following the Checklist attached to this application.
3. Be sure to **allow appropriate time** for plan review before issuance. Plan Ahead.
4. Helpful phone numbers include:

Wood River Fire District	Mike Baledge	208-788-5577
Ketchum Rural District	Rich Bauer	208-720-0323
Carey Rural Fire District	Richard Kimball	208-720-2076
Smiley Creek Rural Fire District	Scott Williams	208-774-2257
West Magic Fire District	Don Hartman	208-487-2571
South Central Health District	Matt Wildhagen	208-788-4335
State Plumbing Inspector	Joel Steen	208-358-3506
State Mechanical Inspector	Shane McDaniel	208-615-3977
State Electrical Inspector	Steve Greene	208-420-7409
Land Use	Tina Lewis	208-788-5570
Road and Bridge	Steve Thompson	208-720-7502
County Commissioners	Jenny Lovell	208-788-5500

Engineering Requirements for a foundation, roof snow loads, ramada roof coverings, and garages shall meet minimum Blaine County design loads stated below. Ramadas and garages must be stamped by an Idaho licensed engineer and have a stamped engineering specifications page attached. Stamped truss specifications must be supplied by your manufactured home company, which reflects the snow load you purchased for that home.

**Foundation:** Footing shall be placed a minimum 24" below grade measured to the bottom of the footing. Overall foundation dimension shall be minimum 32" from the bottom of the footing to the top of the stem wall. Site-specific soils may require additional frost depth.

## **ROOF SNOW LOAD DISCLOSURE:**

**ROOF: Snow LIVE load requirements are as follows: NOTIFY YOUR MANUFACTURER OF LOCAL SNOW LOAD REQUIREMENTS BEFORE PURCHASE AND/OR PLACEMENT.**

a.	North Fork to Smiley Creek	150 PSF
b.	North of Ketchum to North Fork	125 PSF
c.	West of Ketchum to western end of platted Lower Board Ranch	110 PSF
d.	West of western end of platted Lower Board Ranch	125 PSF
e.	East of Triumph	125 PSF
f.	Bellevue to south of Ketchum	100 PSF
g.	Picabo to south of Bellevue	65 PSF
h.	Carey including south and east of Carey	50 PSF

**Seismic and wind load concerns:** Shall be pursuant to the latest edition of the “Idaho Manufactured Home Installation Standard.”

**Exterior Residential Balconies/Decks:** Uniform load (p.s.f.) shall be equal to the roof live snow load when exposed to snow loading or 2012 IBC Table 1607.1, whichever is greater.

**Special Natural Hazards:** Understanding that certain natural hazards exist in the jurisdiction, including, but not limited to, avalanche areas, earthquake, floodplain, snow loads, and soil qualities, site-specific surveys, and related engineering may be deemed appropriate by the authority of the jurisdiction.

**Smoke Detectors:** Shall be installed per Blaine County Code, e.g., inside each sleeping room.

*A copy of Blaine County Code, Section 7, Chapter 1 can be obtained from the Building Department or accessed on the Blaine County Website [www.blainecounty.org](http://www.blainecounty.org) for further information.*

## **OTHER PERMITS:**

To acquire a building permit, other permits may be necessary prior to or in addition to your building permit. These permits are your responsibility to obtain. Phone numbers are included in the above list.

Those permits may include, but are not limited to:

- Road Access Permit from Blaine County Road and Bridge if necessary.
- Electrical Permit from State
- Plumbing Permit from State
- Mechanical Permit from State
- Septic Permit from South Central Health District.
- Fire District approval is required.
- Appropriate Zoning Permits if necessary, i.e., Conditional Use Permits, Variances, etc..
- Anything manufactured prior to June 15, 1976, is subject to rehabilitation criteria per State of Idaho Department of Building Safety, 208-332- 7144.
- **Please be prepared to expect a 6-week review process.**

***A BUILDING PERMIT SHALL BE OBTAINED PRIOR TO COMMENCEMENT OF FOUNDATION CONSTRUCTION AND PLACEMENT. VIOLATIONS MAY BE ASSESSED A PENALTY FEES IN ACCORDANCE WITH BLAINE COUNTY CODE.***

The Building Department is here to assist you.

For additional information, please call **208-788-5573** or visit our web site at

[www.blainecounty.org](http://www.blainecounty.org)