



STATE OF IDAHO DIVISION OF OCCUPATIONAL
AND PROFESSIONAL LICENSES

11341 W Chinden Blvd, Building 4
Boise, Idaho 83714
Ph: (208) 334-3233

bcre-permits.idaho.gov

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) 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.



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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. 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:  **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 (208) 343-3950 or go to bcrc-permits.idaho.gov to schedule your inspection.

SELECT THE METHOD YOU WISH TO RECEIVE YOUR PERMIT: EMAIL EMAIL: _____ MAIL

We Accept: cash, check, money order, Visa and MasterCard Make checks payable to the Division of Occupational and Professional Licenses or DOPL	TOTAL FEES:	\$65.00
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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: _____