



**STATE OF IDAHO DIVISION OF
OCCUPATIONAL AND PROFESSIONAL
LICENSES**

11341 W Chinden Blvd, Building 4
Boise, ID 83714
Ph: 208-332-1786
dopl.idaho.gov

APPLICATION FOR
MANUFACTURED HOME INSTALLATION HUD REGISTRY NUMBER

The US Department of Housing and Urban Development (HUD) through its Office of Manufactured Housing has established installation requirements for new (not previously installed) manufactured homes. The State of Idaho through the Division of Occupational and Professional Licenses (DOPL), formerly the Division of Building Safety (DBS) serves as the State Administrative Agency for manufactured housing. As such, DOPL has been required to establish an installation inspection program to ensure that all new (not previously installed or occupied) manufactured homes are installed in accordance with the installation instructions provided by the home's manufacturer.

Effective July 2024, before a new (not previously installed or occupied) manufactured home can be installed, an application for a manufactured home installation HUD registry number must be obtained from DOPL.

To establish and maintain a registry of new manufactured home installations in Idaho, DOPL had to assure the Housing and Urban Development that all new (not previously installed or occupied) manufactured home installations would be documented. The legislature approved statute and rule changes establishing a statewide inspection program utilizing local inspection jurisdictions where available. In those areas of the state where no local building code enforcement program exists, DOPL will perform the inspections.

A separate installation permit shall be obtained from the local building department or DOPL. An installation permit is separate from the HUD registry number application, and the fee for the installation permit is set by the jurisdiction having authority. The Idaho-licensed manufactured home installer must sign off on the completed installation checklist before the inspection is made by the inspection agency.



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APPLICATION FOR NEW
MANUFACTURED HOME INSTALLATION HUD REGISTRY NUMBER

Please complete this application in its entirety and submit to DOPL for processing. If you have questions or need assistance completing the application, please call the Division of Occupational and Professional Licenses, formerly the Division of Building Safety.

THIS HUD REGISTRY NUMBER APPLICATION IS FOR NEW MANUFACTURED HOMES ONLY. DO NOT SUBMIT IF THE HOME IS USED OR WAS ALREADY OCCUPIED AT A PREVIOUS LOCATION.

WHO IS OBTAINING THE HUD REGISTRY NUMBER? [] HOMEOWNER [] INSTALLATION COMPANY

APPLICANT NAME: _____

APPLICANT PHONE NUMBER: _____ EMAIL ADDRESS: _____

INSTALLATION COMPANY NAME _____

DOPL-APPROVED MANUFACTURED INSTALLER LICENSE NO. _____

INSTALLER PHONE NUMBER: _____ EMAIL ADDRESS: _____

HOMEOWNER NAME (IF NOT THE APPLICANT) _____

HUD LABEL NUMBER(S): (Red metal plate attached on the exterior, on the rear of each transportable section. List all label numbers)

INSTALLATION SITE ADDRESS: _____

CITY: _____

ZIP: _____ COUNTY: _____

GPS COORDINATES (If required to locate jobsite): LONGITUDE: _____ LATITUDE: _____

THIS APPLICATION IS FOR THE HUD REGISTRY NUMBER AND IS NOT A REQUEST FOR INSPECTION. ALL INSPECTION REQUESTS MUST BE MADE WITH THE INSTALLATION PERMIT.

THE HUD REGISTRY NUMBER WILL BE EMAILED TO THE EMAIL ADDRESSES ABOVE

PUBLIC RECORDS NOTICE - Business information, such as your company address and phone number is regarded as public information according to the Idaho Public Records Act. Your business address and phone number may be provided to a third party upon written request.

APPLICANT SIGNATURE: _____

APPLICANT NAME: _____ DATE: _____