



APPLICATION FOR MANUFACTURED HOME INSTALLATION PERMIT

It may be necessary to obtain an installation permit through the local building department. If the installation is outside a local building jurisdiction, it must be permitted through DOPL, formerly DBS. Consult your local building authority to verify if an installation permit is required in the local area. Fees for the permits are set by the jurisdiction having authority.

The homeowner or installation company of a manufactured home must purchase an installation permit from the Division of Occupational and Professional License (DOPL), formerly the Division of Building Safety (DBS) before the installation **and occupancy** of a manufactured home in areas where there is not an DOPL-approved local building program.

The licensed manufactured home installer must sign off on the completed installation checklist before an inspection may be scheduled with the jurisdiction having authority, which would be either the local building department or DOPL.

The installer must provide a completed and signed Manufactured Home Installation Inspection Checklist to the homeowner and the local building department or DOPL. See *Idaho Code § 44-2202 (5)*.



STATE OF IDAHO DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES

11314 W Chinden Blvd, Building 4
Boise, ID 83704
(208) 332-1786
dopl.idaho.gov

APPLICATION FOR MANUFACTURED HOME INSTALLATION PERMIT

Please complete this application in its entirety and submit with payment to DOPL. Please note: permit fees are non-refundable and non-transferable.

If this is an application for a new manufactured home, you must also submit the application for a NEW MANUFACTURED HOME INSTALLATION HUD REGISTRY NUMBER.

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

THE MANUFACTURED HOME IS [] NEW [] USED MANUFACTURED DATE (IF KNOWN) _____

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: _____

All new manufactured homes must be installed in accordance with the manufacturer's approved installation instructions. A copy of the installation instructions is required to be on-site for the building inspection.

All used mobile or manufactured homes shall be installed in accordance with the Idaho Manufactured Home Installation Standard. All mobile and manufactured homes must be installed in accordance with all other applicable state laws or rules pertaining to utility connection requirements.

Fees:

Single Section \$150.00 [] Double Section Unit \$200.00 [] Triple Section or more \$250.00 []

THE INSTALLATION PERMIT NUMBER WILL BE EMAILED TO THE EMAIL ADDRESSES ABOVE

THIS PERMIT APPLICATION IS NOT AN INSPECTION REQUEST: Please call 208-332-1786 or email bcre-permits@dopl.idaho.gov to schedule your installation inspection.

Table with 2 columns: Label (TOTAL FEES:), Value (empty box)

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.

APPLICANT SIGNATURE: _____

APPLICANT NAME: _____ DATE: _____



MANUFACTURED HOME CHECKLIST

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THIS CHECKLIST IS IN THE PROCESS OF BEING UPDATED – NEW CHECKLISTS WILL BE MADE AVAILABLE AT A LATER DATE.
Please continue using this form until further notice

HOMEOWNER'S NAME: _____ INSTALLATION SITE ADDRESS: _____

CITY: _____ ZIP CODE: _____

INSTALLER NAME: _____ INSTALLER LICENSE NO.: _____

INSPECTOR NAME: _____

PERMIT VERIFICATIONS

Installation Permit No.	AHJ	
Notes:		
Electrical Permit No.	AHJ	Date Finaled
Notes:		N/A
Mechanical Permit No.	AHJ	Date Finaled
Notes:		N/A
Plumbing Permit No.	AHJ	Date Finaled
Notes:		N/A

BUILDING INSPECTOR VERIFICATIONS

Minimum two separate exits w/ approved landings, steps and rails	PASS		FAIL		N/A	
Exterior lights at both exits	PASS		FAIL		N/A	
Sleeping room windows sized for emergency egress and in working condition	PASS		FAIL		N/A	
Smoke detectors in sleeping rooms and hallways - tested	PASS		FAIL		N/A	
CO detectors in hallways - tested	PASS		FAIL		N/A	
Address posted and clearly visible from street	PASS		FAIL		N/A	
Fire separation from attached garage, if applicable	PASS		FAIL		N/A	
Pier and Footing inspection incl. anchorage	PASS		FAIL		N/A	
Site preparation incl. drainage and grading	PASS		FAIL		N/A	
HUD Label Number(s)						
Owner or agent present during inspection	YES		NO			

INSTALLER VERIFICATIONS

MANUFACTURED HOME INSTALLATION REGISTRY NUMBER obtained from Division of Occupational and Professional Licenses, formerly Building Safety (new home only)	YES		REGISTRY NO:			
Zoning approval from Local Authority Having Jurisdiction	YES		NO		N/A	
Site Conditions - Grading, Drainage, Access and Flood hazard	PASS		FAIL		N/A	
Permanent foundation permitted and inspected	YES		NO		N/A	
Standard Set / Piers and Footings inspected	YES		NO		N/A	
Anchorage and tie-downs - Location, spacing, attachment, embedment	PASS		FAIL		N/A	
Longitudinal tie downs installed	PASS		FAIL		N/A	
Stabilizer plates installed	PASS		FAIL		N/A	
Structural connections - Roof, eaves, end walls, floors and gasketing	PASS		FAIL		N/A	
All shipping blocks and straps removed	PASS		FAIL		N/A	
Optional features installed - skirting, stairs, patio covers, etc.	PASS		FAIL		N/A	
Completion of operational checks and adjustments - Ductwork, Plumbing, Electrical, Fuel Supply	PASS		FAIL		N/A	
Roofing: flashings and roof jacks in place, any damage (if applicable) repaired	PASS		FAIL		N/A	

Installer Certification:

I hereby certify, in accordance with Idaho Statute, that the manufactured home identified above has been installed in accordance with an installation design and instructions that have been provided by the manufacturer and approved by DAPIA if a new home, or in accordance with the Idaho Manufactured Home Installation Standard if a used home.

It is a crime to knowingly make false statements and/or certifications in any matter within the jurisdiction of the US such as the certification on this or any similar form.

Installer Signature: _____ Date: _____

Inspector:

I have performed a visual inspection in accordance with Idaho Statute and/or the Idaho Manufactured Home Installation Standards of the manufactured home installation identified above. I have inspected the home for life safety issues to include but not limited to the items listed under "Building Inspector Verifications" above. I hereby certify that the subject home is approved for occupancy on the date of my signature below.

Inspector Signature: _____ Date: _____

Inspector Notes:
