



State of Idaho  
Division of Occupational and Professional Licenses

**BRAD LITTLE**  
Governor  
**RUSSELL BARRON**  
Administrator

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## 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)*.



**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) \_\_\_\_\_

THE HOME WILL BE PLACED ON A PERMANENT FOUNDATION  NO  YES (IF YES, DOPL PERMIT NUMBER) \_\_\_\_\_  N/A

APPLICANT NAME: \_\_\_\_\_

APPLICANT PHONE NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

INSTALLATION COMPANY NAME (IF KNOWN) \_\_\_\_\_  TBD

DOPL-APPROVED MANUFACTURED INSTALLER LICENSE NO. \_\_\_\_\_

INSTALLER PHONE NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

HOMEOWNER NAME (IF NOT THE APPLICANT) \_\_\_\_\_

HUD LABEL NUMBER or SERIAL NUMBER: \_\_\_\_\_

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](mailto:bcre-permits@dopl.idaho.gov) to schedule your installation inspection.

	<b>TOTAL FEES:</b>
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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.

APPLICANT SIGNATURE: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_



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**MANUFACTURED HOME CHECKLIST**

HOMEOWNER'S NAME: \_\_\_\_\_ INSTALLATION SITE ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

**INSTALLER VERIFICATIONS**

MANUFACTURED HOME INSTALLATION REGISTRY NUMBER obtained from Division of Occupational and Professional Licenses, formerly Building Safety ( <b>new home only</b> )	YES		REGISTRY NO:		
Site Conditions - Grading, Drainage, Access and Flood hazard	YES		NO		N/A
Piers and Footings inspected	YES		NO		N/A
Anchorage and tie-downs - Location, spacing, attachment, embedment, blocking	YES		NO		N/A
Longitudinal tie downs installed	YES		NO		N/A
Stabilizer plates installed	YES		NO		N/A
Structural connections - Roof, eaves, end walls, floors and gasketing	YES		NO		N/A
All shipping blocks and straps removed	YES		NO		N/A
Ductwork crossovers and plumbing connections completed	YES		NO		N/A
Roofing: flashings and roof jacks in place, any damage (if applicable) repaired	YES		NO		N/A

**Installer Notes:**

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INSTALLER NAME: \_\_\_\_\_ INSTALLER LICENSE NO.: \_\_\_\_\_

**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: \_\_\_\_\_

INSTALLATION SITE ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

**PERMIT VERIFICATIONS**

<b>Installation Permit No.</b>	AHJ	
Notes:		
<b>Electrical Permit No.</b>	AHJ	Date Finaled
Notes:		N/A
<b>Mechanical Permit No.</b>	AHJ	Date Finaled
Notes:		N/A
<b>Plumbing Permit No.</b>	AHJ	Date Finaled
Notes:		N/A
<b>Additional Permit No.</b>	AHJ	Date Finaled
	AHJ	Date Finaled
	AHJ	Date Finaled
Notes:		N/A

**BUILDING INSPECTOR VERIFICATIONS**

Minimum two separate exits w/ approved landings, skirting, steps and rails (stairs, decks and patio cover to be self-supported unless approved by the manufacturer)	PASS		FAIL		N/A	
Exterior lights at both exits	PASS		FAIL		N/A	
Smoke detectors present in sleeping rooms and hallways	PASS		FAIL		N/A	
CO detectors (Verify only if a fuel burning appliance is present)	PASS		FAIL		N/A	
Address posted and clearly visible from street	PASS		FAIL		N/A	
Property Setbacks/Fire separation, 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			

INSPECTOR NAME: \_\_\_\_\_

**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: \_\_\_\_\_

