

MANUFACTURED HOME APPLICATION REQUIREMENTS

The following information must be submitted with your building permit application. **Permit applications will not be accepted unless all of the following information is provided.**

Required Information:

1. Complete lines 1 through 12 of the application.
2. **COMPLETE** Assessor Parcel Number for your property. You will find it on your Assessor Tax Card, or you may obtain it by calling the Assessor's Office at (208) 799-3010.
3. One copy of your Septic Permit.
4. A detailed plot plan showing the county road (public or private), existing structures, proposed structures, and **DISTANCES TO ALL PROPERTY LINES**. You may use your plat map or record of survey map as a basis for your plot plan.
5. Provide two copies of the foundation/setup plans for the type of foundation you are using. **Tie downs are required.**
6. Completed Mobile/Manufactured Home Placement form, included in this packet.
7. Completed application for new address, included in this packet.
8. Manufactured home must meet HUD Standards or if it is a non-HUD home (built prior to June 15, 1976) it must go through the State of Idaho Mobile Home Rehabilitation Inspection. You may request the inspection information by calling the State Inspections Division in Boise, (208) 334-3896.
9. If you construct a driveway (approach) onto a County Road, an approach permit is required from the County Road & Bridge Department.

Building permits are processed in the order received. Permits are normally issued within two weeks from date submitted.

PERMIT FEES MUST BE PAID BY CHECK OR MONEY ORDER.

Approach Permits are available through the NPC Road and Bridge Department. Call (208) 799-3060.

Mechanical Permits are available through the State of Idaho. Call Rob Bafus at (208) 413-2315.

Electrical Permits are available through the State of Idaho. Call Kevin Hubble (208) 750-5339.

Plumbing Permits are available through the State of Idaho. Call Rob Bafus at (208) 413-2315.

Septic Permits are available through Public Health Idaho North Central District. Call (208) 799-3100.