Notes:

First Review Period:
- Review for installation on a permanent foundation is 7-10 working days (If plans are approved by all divisions).

- Block and Tie installation projects are approved over the counter.

- A separate Erosion & Sediment Control Permit will be required. Separate Electrical, Plumbing, or Mechanical Permits can be obtained by the homeowner or licensed contractor.

- If required, a Fire Sprinkler Permit is obtained separately.

- Installation must be completed by an installer licensed by the State.

Required Submittal Documents:
- Manufactured Home Application
- Erosion & Sediment Control Application
- Plans & Documents (Refer to Submittal Requirements document for installation on a permanent foundation)

Note:
- If plans do not pass a division’s review, plan routing will be held in that division until the applicant provides the needed information.

Note:
- Divisions that could review the plans, depending on the project scope, include:
  1) Public Works Addressing - X
  2) Public Works Sewer Rating – X
  3) Public Works Flood Plain
  4) Planning – X
  5) Design Review
  6) Erosion & Sediment Control
  7) Fire Plan Review
  8) Building Plan Review – X

X = Mandatory review

3/4/2009
Notes:
- Inspections are required at various stages throughout construction.
- The Structural/Building Final Inspection should always be the last inspection requested for final approval.

Additional reviews fees will be applied on the third submittal.

3-5 Days

The applicant requests inspections (208) 608-7070, and inspections are performed.

Building Inspector issues a Residential Certificate of Occupancy to the applicant and forwards the permit case.

Applicant pays fees and permits are issued.

Building Plan Reviewer finalizes documents/plans and gives to Permit Technician.

Applicant submits corrected plans and documents to Permit Technician.

Building Plan Reviewer reviews corrected plans and documents.

Reactor approves plans and documents, and permits are issued.

Applicant is contacted to pick up permit and is informed of the fees due.

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