PLANNING AND DEVELOPMENT SERVICES
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PDS Document Number #410

Manufactured Home Submittal Requirements

Block & Tie Permits (No Permanent Foundation) are obtained over the counter and *do not have submittal requirements* other than the completed application. A separate Erosion & Sediment Control permit may be required, such as for placement of new concrete or any excavation.

Manufactured Homes on Permanent Foundations and all accessory structures and additions built on site require a building permit and Plan Review approval. Applications that do not include the submittal requirements listed below will not be processed and may delay permit issuance. A separate Erosion & Sediment Control permit is required.

Placement on Permanent Foundations/Basements:

Submittal Requirements

One (1) copy of all drawings must be submitted. Plans must be legible and drawn to scale on a minimum of 8½″ x 11″ paper. (Plans larger than 11″ x 17″ require three (3) sets of plans). The scale must be noted on the drawings.

#410 - Manufactured Home Application

Site plans: scaled at 1 inch = 20 feet -or- 1/8 inch = 1 foot or larger

Floor plans: scaled at 1/4 inch = 1 foot or larger

Elevations (as needed): scaled at 1/8 inch = 1 foot or larger

Legal Description: Subdivision, block and lot, or meets and bounds description with recorded deed verifying description. (Note: No building permits will be issued on land undergoing a subdivision per Boise's Subdivision Ordinance.)

#701 - Erosion & Sediment Control Application

Required Drawings

Site Plan: Indicate bearings, distance and curve data in conformance with the recorded plat. Show easement locations. Call out adjacent street names. Show location of the manufactured unit, any additions or accessory structures, balconies, decks, driveways and walkways with their dimensions and distances to property lines.

Foundation Plan: The installation for an enhanced manufactured home must meet the manufacturer's recommendations, including tie down documentation. The perimeter must be a foundation of concrete or all-weather wood, as designed in accordance with the International Residential Code (IRC). For a concrete foundation show all concrete footings, piers, foundation sizes and locations, and reinforcement, foundation ventilation and their

locations. For an all-weather wood foundation, provide section details and all documentation to substantiate compliance with the IRC.

Basement (if applicable): For installation over a basement submit a basement plan with the design for footings, walls and interior bearing. All rooms are to be designated as to use along with window/door sizes and locations. Show stairs, decks, porches, fireplaces (and types) and plumbing fixtures. Provide details as described in Item #2.

Cross Sections: Building cross-sections that show a cut through the entire building from the bottom of the foundation through the roof and showing all of the different building assemblies (may require more than one drawing). Typical cross-section to call out footing sizes, anchor bolt size and spacing, mudsill, insulation for foundation perimeter, and interior hold down details.

Elevations: All sides of the structure shall be shown. The elevation drawings must be detailed and dimensioned, including doors, windows, light fixtures, etc.

Additions or other structures built on site require the following drawings:

Foundation Plan: Show all concrete footings, piers, foundation sizes and locations, and reinforcement. When utilizing alternate braced panels, the continuous foundation must be shown along with all required rebar. Show foundation ventilation and locations. Indicate floor-framing layout for the first floor with all supporting members sized, including columns, beams, floor joists and cripple walls. (All interior bearing points from upper floors of roof to be located and sized.)

Floor Plan: Provide one floor plan for each level affected. Show the use of all new and existing rooms or use of accessory structure/s. Show locations and sizes of windows and doors. If addition is a 2nd story floor, show all bearing locations on lower levels through the foundation. Show braced wall panel locations and types. Show stair details and plumbing fixtures. All framing members are to be specified including beams, headers and support posts. (This information may be incorporated with the site layout plan if addition or accessory structure is one story.)

Wall Bracing: Show all locations of bracing panels on floor plan. Describe the bracing method to be used for each location in accordance with the International Residential Code or stamped and signed engineering from your Idaho licensed engineer. Descriptions must include all required reinforcing steel, hold-downs, shear panel types and fastening requirements.

Roof Framing Plan: All framing members to be shown. Indicate size of member or style of truss (i.e. scissor, mono, hip, standard or girder) and their exact locations. Supporting beams and headers to be sized and shown. Separate cut drawings of special hand framed areas. All interior bearing points to be indicated to clearly identify the transfer of loads through all floor levels to the foundation. Mechanical fasteners for beams to beams, beams to girder trusses and/or beams to columns are to be specified at connection points. Legible and complete

engineered truss designs are required either at time of original plan submittal or prior to requesting framing inspection. Approved roof overbuild design by manufacturer.

Elevations: All sides of the structure/s shall be shown. The elevation drawings must be detailed and dimensioned, including doors, windows, light fixtures, etc. Drawing should include a dashed line indication of bracing locations and plywood shear walls.

Cross Sections: Building cross sections which show a cut through the building from the bottom of the foundation through the roof and showing location of existing footing/ foundation. Typical cross sections call out footing sizes, anchor bolt size and spacing, mud-sill, insulation for the foundation perimeter, wall and ceiling insulation, stud size and spacing, wall sheathing, damp proofing, siding, interior wall covering, vapor barrier, wainscoting, roof rafter or truss design (from top plate to eave), attic ventilation path, roof sheathing and size and type of roofing to be used. (A fill in the blank type handout is available at the Plan Review desk for most typical construction. If yours is different, provide a custom drawing.)

Hillside Areas

Construction in the Hillside areas must comply with the Boise City Hillside Ordinance. Contact the Public Works Department at 384-3900 for assistance.

Flood Plain Areas

Construction in flood plain areas must comply with the Flood Plain Ordinance. This typically requires elevation certificates be filed with the Public Works Department to establish existing grade and after floor framing is in place, prior to further construction. Contact the Public Works Department at 384-3900 for assistance.

Erosion & Sediment Control Permit

All construction sites within Boise City limits must have an Erosion & Sediment Control (ESC) Permit in place during construction and through final landscaping. Measures must be implemented by, and be under the direct supervision of, an individual who successfully completed a City-approved Responsible Person construction site erosion and sediment control training program.

Single Family Housing

The City requires a separate ESC permit. The permit will list conditions of approval. In most cases, the applicant will not have to provide a plan for the city's review, but must furnish the Responsible Person's name, contact information and Boise City Certification number on the application form. No building permit will be issued without an ESC permit.

Environmentally Sensitive Area

If construction is on a hillside lot, next to the Boise River, Logger Creek, or in an environmentally sensitive area, an Erosion & Sediment Control Plan must be included in the building permit plan set submitted to the City for review and approval. Contact an Erosion Control Inspector at 384-3802 for further information.

Fees

Building Division Fees

Building permit fees, Plan Review fees and Erosion & Sediment Control fees will be collected when permit is issued. Contact the Permit Counter at 384-3802 for specific fee information.

These fees may apply, depending on project scope:

Sewer Connection

If the new site is within the Boise Sewer District, a sewer connection fee may be collected at the time the building permit is issued. If located within another sewer district, then fees are paid directly to that district.

Impact Fees

Verify amount of the Boise City Park, Police and Fire Impact Fees by calling 384-3720. These fees must be paid at the time the building permit is obtained.

Road Impact Fees

The Ada County Highway District (ACHD) determines if fees are required. Provide written proof of payment (or written confirmation that no fees are due) to the PDS Permit Desk. Contact Ada County Highway District (318 E. 37th Street, Garden City) at 387-6100.