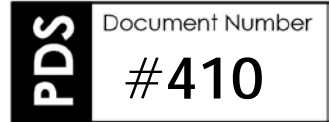




## PLANNING AND DEVELOPMENT SERVICES

BOISE CITY HALL: 150 N. CAPITOL BLVD | MAIL: PO BOX 500, BOISE ID 83701-0500  
CITYOFBOISE.ORG/PDS | P: 208-608-7100 | F: 208-384-3753 | TTY/TTD: 800-377-3529



# Manufactured/Modular Home Submittal Checklist

Case #: \_\_\_\_\_

## Application Acceptance/Review

Residential additions, alterations and accessory buildings are typically reviewed and approved over the counter from 8:00 a.m. – 4:00 p.m. Monday through Friday. Customers are seen on a first come, first serve basis. Please check in at the Permit Counter with a completed application, completed submittal checklist, and plans to start the process. A Permit Technician will review the plans and submittal checklist to determine if the review can occur. If the plans are incomplete, the applicant will be asked to return another day with updated plans or documents. **Any specific planning approvals such as historic, substandard lot, accessory dwelling, hillside or floodplain must be completed prior to the building permit submittal and review.**

The Permit Counter can be contacted at (208) 608-7070 for any further questions or information on fees. For fee questions, provide a total valuation of the project to obtain an estimate of the required fee amount.

## Application Submittal

Building permit applications and plans can be submitted to the City by two methods. *This checklist must be completed no matter which method is used.*

### 1. Electronic Submittal

Our PDS Online | ePlanReview system lets you submit documents and plans electronically for review. Go to [www.cityofboise.org/pds](http://www.cityofboise.org/pds) for more information. All electronic files must meet the requirements specified in the "Electronic Plan Review Submittal Standards" document. Electronic files that do not meet these requirements will not pass pre-screen review.

### 2. Paper Submittal

Paper plans must be reviewed at the Permit Counter where staff will verify that the project submittals are complete. The intake is not a "plan review" for code compliance. The applicant is responsible for contacting specific staff members if additional consultation is required.

## Instructions

The applicant or Idaho licensed design professional of record (if applicable) must bring this completed and signed checklist with all required drawings. Make sure to: Fill out the Project Information, check (☑) the appropriate boxes and sign this checklist. The staff member conducting the intake will verify that all required information is included.

## Project Information

Project Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

**Definitions –**

"Manufactured home" means a structure, constructed after June 15, 1976, in accordance with the HUD manufactured home construction and safety standards, and is transportable in one (1) or more sections, which, in the traveling mode, is eight (8) body feet or more in width or is forty (40) body feet or more in length, or when erected on site, is three hundred twenty (320) or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems contained therein, except that such term shall include any structure which meets all the requirements of this subsection except the size requirements and with respect to which the manufacturer voluntarily files a certification required by the secretary of housing and urban development and complies with the standards established under 42 U.S.C. section 5401 et seq.

"Mobile home" means a factory-assembled structure or structures generally constructed prior to June 15, 1976, and equipped with the necessary service connections and made so as to be readily movable as a unit or units on their own running gear and designed to be used as a dwelling unit or units with or without a permanent foundation.

"Modular building" means any building or building component, other than a manufactured or mobile home, that is of closed construction and is either entirely or substantially prefabricated or assembled at a place other than the building site.

"Structural engineering" calculations for foundation, stamped/signed by an Idaho State Licensed Engineer (need to either follow Idaho MH Install Standards or engineered foundations for modular.

"Mobile Home Rehabilitation" Title 44, Chapter 25 of Idaho Law requires the rehabilitation process to ensure affordable housing be allowed for installation in cities and counties within Idaho who have code enforcement programs. This applies to homes constructed before June 15, 1976. All homes built on or after June 15, 1976, were built to HUD code and already meet the federal manufactured housing and safety standards act and are not required to complete the mobile home rehabilitation process.

**What year is the Mobile home being installed?** \_\_\_\_\_

**Please check one of the following options:**

- Block & Tie Permit (No Permanent Foundation)** obtained over the counter, does not require 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. **Exception:** Over the counter review is not available if property is located in the Floodplain, Hillside or requires any additional planning approvals.
  
- Manufactured Home on Permanent Foundation** 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.
  
- Modular Home on Permanent Foundation** 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.

**Structural plans and calculations included?**  **NO**     **YES** [Page(s) \_\_\_\_\_]

## Checklist

### Documents Provided:

Yes N/A

- Form #410** (1 paper copy) – Manufactured/Modular Home Application.
- Form #701** (1 paper copy) - Erosion & Sediment Control (ESC) Application when applicable (such as where earth is disturbed for concrete pours on additions or accessory buildings and may include demolition or concrete placement for interior remodels).
- Planning Letter(s) of Approval** (1 paper copy) – i.e. Design Review/Historic Permit (DRH), Conditional Use Permit (CUP), Planned Unit Development (PUD), Floodplain/Hillside (CFH) and/or other approval documents.
- Have you verified the required minimum setbacks and maximum height allowed as required by the Zoning Code, subdivision plat, or specific planning approval? Specify below and show on site plan & elevations.  
Front setback \_\_\_\_\_ Side setbacks \_\_\_\_\_ Rear setback \_\_\_\_\_ Max. Height \_\_\_\_\_
- Elevation Certificate or Letter of Map Revision LOMR** (2 paper copies) (For structures located in Floodplain only).
- Building Plans** (1 complete paper set if 11"x17" or less) (2 complete paper sets if larger than 11"x17") - Plans drawn to scale ¼ inch = 1 foot typical, unless otherwise specified in this checklist.
- Reduced Site Plan** (1 paper copy) - On 8½" x 11" sheet minimum or 11"x17" sheet maximum.

### Plans Provided:

Yes N/A

#### Site Plan

- Show location of new proposed structure(s) and any new proposed addition or accessory building. Include balconies, decks, driveways, and walkways. Note all dimensions and distances to the property lines and other buildings from exterior walls. Indicate streets and lot size dimensions in conformance with the recorded plat. Show any easement locations.

### Elevations (scaled at 1/8 inch = 1 foot or larger)

Yes N/A

- Elevations** – Show all sides of the structure and the height. [Page(s) \_\_\_\_\_]
- Exterior Components & Materials** – Show exterior doors, windows, siding materials, roofing materials, roof drainage, decks, or porches. [Page(s) \_\_\_\_\_]
- Venting** – Show attic vents and/or crawlspace vents. [Page(s) \_\_\_\_\_]

#### Foundation Plan

- Foundation Cross Section** - Showing footing and stem wall dimensions, grade height, reinforcement size and locations, sill plate anchorage and interior vapor barrier. [Page(s) \_\_\_\_\_]
- Specify Locations and Sizes for all Concrete Footings, Piers, Slabs, and Foundation Walls** - Show all reinforcement locations, sizes, and spacing. [Page(s) \_\_\_\_\_]
- Connectors** – Note any required hold-down locations and types. Specify any mechanical connectors/fasteners such as anchor bolts, tie-downs and column to footing connections. [Page(s) \_\_\_\_\_]

- Elevations for Footings & Stem Walls** - In same datum as grading plan showing all steps in the footings and foundation walls (Provide TOF/TOW). [Page(s) \_\_\_\_\_]
- Crawlspace Venting** Specify underfloor clearance, vapor barrier and venting. If conditioned crawl space, provide details and method of conditioning. [Page(s) \_\_\_\_\_]
- Crawlspace Access** - Location and dimensions if access to crawl space is exterior. [Page(s) \_\_\_\_\_]

### Floor Plan

- Floor Plans** - Dimensioned plan for each floor with usage of all rooms. [Page(s) \_\_\_\_\_]
- Stairs, Landings, Handrails and Guards** - Provide dimensional details for construction including height, width, rise and run. [Page(s) \_\_\_\_\_]

## Signature of Applicant

*I, the undersigned, have completed the above checklist noting all pages and supporting documents for the project.*

\_\_\_\_\_  
Signature of Applicant or  
Submitting Design Professional of Record

\_\_\_\_\_  
Date

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### For Staff Use

- Accepted
- Not Accepted \_\_\_\_\_ by \_\_\_\_\_  
Date Staff Member Conducting the Intake
- Accepted
- Not Accepted \_\_\_\_\_ by \_\_\_\_\_  
Date Staff Member Conducting the Intake