



MANUFACTURED HOME INSTALLATION PERMIT

CITY OF POTLATCH

Leave blank if no address has been assigned ↓

BP # _____

JOB ADDRESS:	ASSESORS PARCEL NUMBER:
(number) (road name) (city) (zip code)	

IF NO ADDRESS HAS BEEN ASSIGNED OR DRIVEWAY LOCATION HAS CHANGED, A NEW ADDRESS IS REQUIRED.

1. Proposed approaches will not be approved for an address. A copy of your highway district or ITD approval must be submitted, and all approaches must be constructed prior to any address being issued. Driveways with three or more existing or potential users will be required to be named as a lane .

2. Attach a map showing the location of your approved constructed approach including measurements to property lines, the public road, and proposed and existing structures.

Point of Contact: Owner Contractor Engineer/Architect Other: _____

Preferred Method of Contact: Text Email Call

OWNER:	Mailing Address:
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Phone:	Cell #:	Email:
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CONTRACTOR:	Mailing Address:
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Phone:	Cell #:	Email:	License #:
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INSTALLER:	Mailing Address:
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Phone:	Cell #:	Email:	License #:
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DEALER:	Mailing Address:
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Phone:	Cell #:	Email:	License #:
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# of Existing Dwellings on Parcel	# of other structures on parcel	Uses on parcel:
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If you have your state plumbing and state electrical permits at the time of application, please submit.	Installation on: <input type="checkbox"/> Pier <input type="checkbox"/> Ribbon Footings <input type="checkbox"/> Perimeter Foundation <input type="checkbox"/> Full Basement
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Manufacturer:	Model:	Year:	Size:
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Size of Exterior Decks: _____ <input type="checkbox"/> Covered <input type="checkbox"/> Uncovered	<input type="checkbox"/> Attached is the marriage line blocking sheet, floor plan, and proof of snow load associated with this manufactured home	<input type="checkbox"/> Single Wide <input type="checkbox"/> Double Wide <input type="checkbox"/> Triple Wide
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THE PERMIT APPLIED FOR WITH THIS APPLICATION BECOMES NULL AND VOID IF NO INSPECTION IS REQUESTED AND PERFORMED FOR THE WORK AUTHORIZED WITHIN 180 DAYS FROM DATE OF ISSUANCE AND/OR IF NO INSPECTION IS REQUESTED AND PERFORMED FOR A PERIOD OF 180 DAYS FROM THE MOST RECENT INSPECTION. THE COUNTY HAS NO RESPONSIBILITY TO MAKE YOU AWARE OF YOUR PERMIT'S EXPIRATION AND ANY NOTIFICATION YOU MAY RECEIVE IS A COURTESY; YOU ARE ACCOUNTABLE FOR THE PERMIT'S STATUS. FURTHERMORE, THIS PERMIT IS VOIDABLE AND MAY BE REVOKED BY THE COUNTY IF THERE IS ANY MISREPRESENTATION IN THIS APPLICATION, INCLUDING BUT NOT LIMITED TO MISREPRESENTING THE LOCATION OF THE PROPERTY LINES OR IF THERE IS A FAILURE TO PERFORM THE WORK AS REPRESENTED IN THE APPLICATION.

THE APPLICANT/OWNER/CONTRACTOR ARE RESPONSIBLE FOR KNOWING THE LOCATION OF THE PROPERTY LINES AND FOR REPRESENTING THEM TO THE COUNTY ACCURATELY. THE COUNTY IS NOT RESPONSIBLE FOR KNOWING OR VERIFYING THE LOCATION OF PROPERTY LINES AND VERIFICATION OF SUCH IS NOT PART OF ANY INSPECTION CONDUCTED BY THE COUNTY. THE COUNTY RELIES ON THE APPLICANT/OWNER/CONTRACTOR'S REPRESENTATIONS REGARDING THE PROPERTY LINES TO CHECK SETBACKS, ENSURE THE STRUCTURE IS BUILT ON THE PROPERTY INDICATED AND FOR COMPLIANCE WITH CODES. IF THE OWNER/APPLICANT/BUILDER IS NOT AWARE OR UNSURE OF THE LOCATION OF THE PROPERTY LINES, THE OWNER IS RESPONSIBLE FOR PROCURING A SURVEY TO LOCATE THE PROPERTY LINES. THE APPLICANT OR OWNER IS RESPONSIBLE FOR ANY DAMAGES THAT MAY ARISE FROM ANY MISREPRESENTATION ON THIS APPLICATION OR ON ANY PROPERTY.

COMMENCEMENT OF CONSTRUCTION PRIOR TO THE ISSUANCE OF A BUILDING PERMIT OR IN VIOLATION OF ANY CODE, IS DONE WITH THE UNDERSTANDING THAT ALL WORK WILL BE REMOVED, AND PROPERTY CONDITIONS MAY BE REQUIRED TO BE RESTORED, IF A PERMIT IS NOT ISSUED OR IF IT IS REVOKED, AND THAT IF A PERMIT IS ISSUED THE PERMIT SHALL BE SUBJECT TO ADDITIONAL FEES. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER FEDERAL, STATE OR LOCAL LAW.

I HEREBY CERTIFY THAT I HAVE READ, EXAMINED, AND UNDERSTAND THIS APPLICATION AND NOTICE AND CERTIFY THIS APPLICATION TO BE TRUE AND CORRECT.

Authorization

The applicant does hereby certify that all of the above statements are information in any attachments transmitted herewith are true, and further acknowledges that approval of this application may be revoked if it is found that any such statements are false.

a. Signature of Property Owner * (required)	b. Date	c. Signature of Property Owner (If different than applicant)	d. Date
a. Signature of Contractor	b. Date		

Office Use Only

SPECIAL APPROVALS	APPROVED BY	DATE	COMMENTS
SEPTIC/SEWER			
ROAD ACCESS			



LATAH COUNTY PLANNING & BUILDING

Latah County Courthouse

PO Box 8068, 522 South Adams

Moscow, ID 83843

(208) 883-7220 ♦ FAX (208) 883-7225 ♦ E-Mail: pb@latah.id.us ♦ In Latah County, Toll Free: 1-800-691-2012

Snow Load Disclosure for Manufactured Housing Installation Permit Applicants

Date:

Jurisdiction: Latah County

Site Location:

Parcel Number:

Site Specific Roof Snow Load:

Applicant Name:

Applicant Address:

Permit Number:

Manufactured Home Snow Load, if known:

I acknowledge that the manufactured home that I am installing/is being installed on my behalf does not meet, or is presumed not to meet, the Snow Load for the location it is being installed (as listed above). I understand that the Snow Load for the manufactured home that is being installed is presumed to be 30 pounds or less. I understand that this can cause the roof or other portions of the structure to fail because the manufactured home was not designed to withstand the amount of snow that occurs at this location.

Signature of Owner: _____



Other Permit Contacts

Septic Permits and Inspections:

North Latah Health Department

(208) 882-7506

333 E Palouse River Drive, Moscow

Roadway Access Approvals:

Idaho Transportation Department

(208) 799-5090

North Latah Highway District

(208) 882-7490

South Latah Highway District

(208) 285-1412

State of Idaho Inspections:

Electrical and Plumbing

Permit Support:

(208) 334-3950

State Inspection Request Line

(Electric and Plumbing)

(800) 839-9239

Permit site: dbs.idaho.gov

Idaho Department of Water Resources

(208) 762-2800

INSTRUCTIONS FOR PREPARING A SITE PLAN

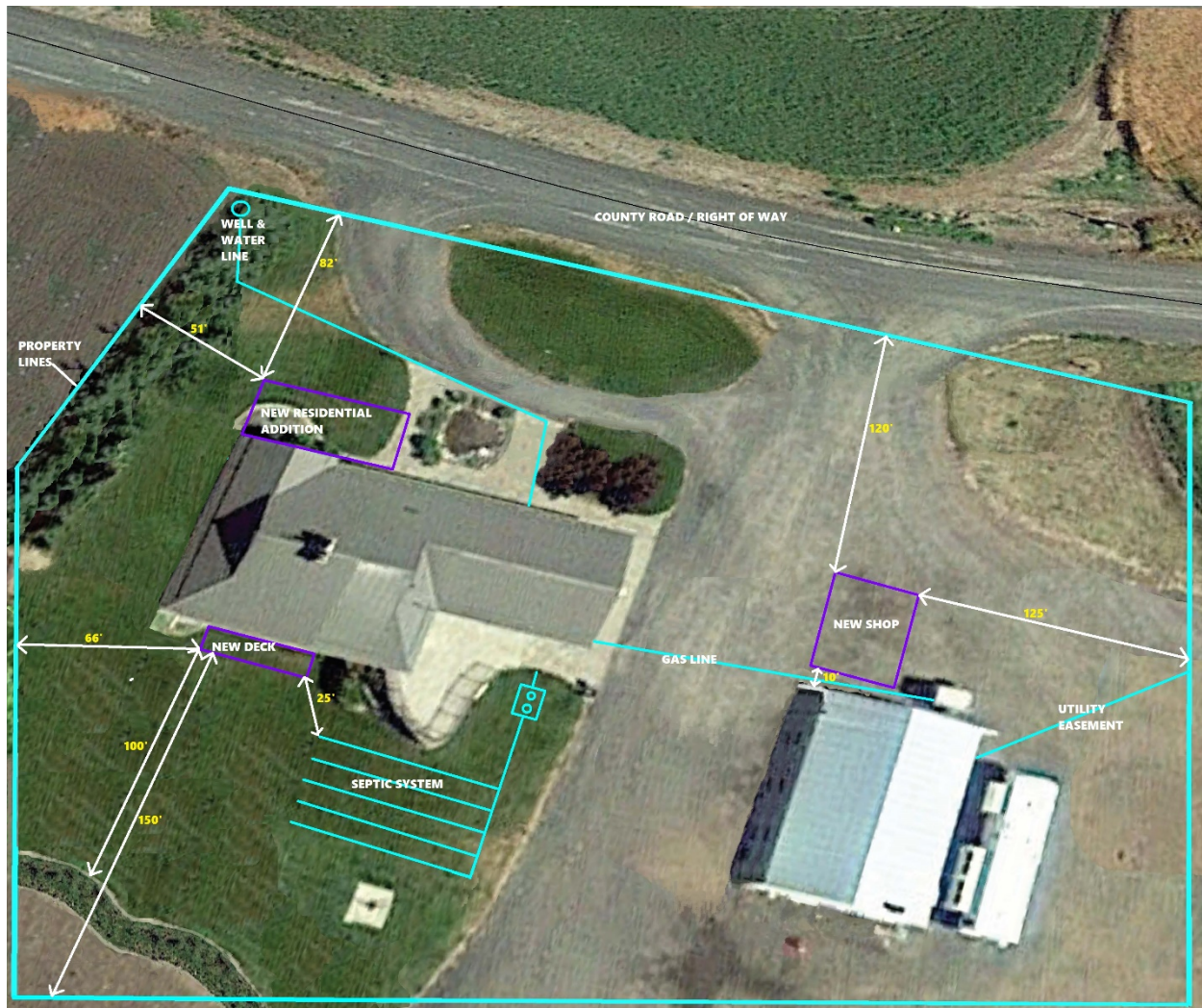
Please refer to the example diagram below

The site plan shows us if your new structure will meet the required setbacks to property lines, roadways, septic systems, streams, etc.

Upon request, we will provide you with an aerial photo as well as the required setbacks for your zoning designation. You can access an aerial photo under the “maps” tab at www.latahcountyid.gov

Include, at a minimum:

- The new structure(s) and measured distances to property lines, other structures, streams, septic system, well, and roadways.
- Easements, water lines and gas lines that cross your property
- Areas on your property that have been filled with soil or other materials



LATAH COUNTY MANUFACTURED HOME SETUP GUIDELINES

Setup Component	Standard Set (Personal Property)	Permanent Foundation (Real Property Setup)		
		Concrete	Block	Treated Wood
Fills over 6" engineered	X	X	X	X
Minimum slope 5% away from home	X	X	X	X
Vapor barrier, 6 mil	X	X	X	X
Anchors, tie downs	X	X	X	X
Footings	Precast, Poured, Lumber, Runners, or Listed prefabricated pads, Min. 256 sq. inches.	Minimum 8" x 16", 30" below grade, 2 - #3 rebar continuous	Minimum 8" x 16", 30" below grade, 2 - #3 rebar continuous	Minimum 8" x 16", 30" below grade, 2 - #3 rebar continuous
Stem Wall or Skirting	A durable rigid material, such as vinyl, wood (not within 6" of earth), aluminum or steel.	Minimum 6" thick by 23" high. (28" to achieve frost depth if using 8" footing). #3 rebar at 18" o.c. horizontals & 32" o.c. verticals.	A minimum of 3 and Maximum of 6 rows. #3 rebar at 32" o.c. verticals and [1] #3 bar placed in the top course. All cells with rebar shall be filled.	A minimum of 24" and a maximum of 48" in height. 2"x4" studs at 16" o.c. Plywood 15/32" minimum. 1/2" x 7" anchor bolts spaced 6' o.c. All wood shall be p.t.
Piers	8" x 8" x 16" open cell blocks, vertical cells. Max height 80"	8" x 8" x 16" open cell blocks, vertical cells. Max height 80", No more than 25% over 36", unless set on a basement	8" x 8" x 16" open cell blocks, vertical cells. Max height 80"	8" x 8" x 16" open cell blocks, vertical cells.
Pier caps	4" x 8" x 16" precast concrete pier cap	4" x 8" x 16" precast concrete pier cap	4" x 8" x 16" precast concrete pier cap	4" x 8" x 16" precast concrete pier cap
Location of piers under frame or perimeter. Any home over 11' wide must have perimeter blocking.	12" from ends, 6' o.c., no more than 6" variance for obstructions. Roof loads of 40 PSF	12" from ends, 6' o.c., no more than 6" variance for obstructions, 40 PSF	12" from ends, 6' o.c., no more than 6" variance for obstructions, 40 PSF	12" from ends, 6' o.c., no more than 6" variance for obstructions, 40 PSF
Marriage line blocking	As required and marked by manufacturer. Single stack block piers not to exceed 5000#, Double stacks not to exceed 16000#.	As required and marked by manufacturer. Single stack block piers not to exceed 5000#, Double stacks not to exceed 16000#.	As required and marked by manufacturer. Single stack block piers not to exceed 5000#, Double stacks not to exceed 16000#.	As required and marked by manufacturer. Single stack block piers not to exceed 5000#, Double stacks not to exceed 16000#.

Marriage line rim joist supports	8' o.c., all roof loads over 30 psf or greater except where there is wall above then supports shall be located 6' o.c. for 40#, 4' o.c. for 60# & 3' o.c. for 80#	8' o.c., all roof loads over 30 psf or greater except where there is wall above then supports shall be located 6' o.c. for 40#, 4' o.c. for 60# & 3' o.c. for 80#	8' o.c., all roof loads over 30 psf or greater except where there is wall above then supports shall be located 6' o.c. for 40#, 4' o.c. for 60# & 3' o.c. for 80#	8' o.c., all roof loads over 30 psf or greater except where there is wall above then supports shall be located 6' o.c. for 40#, 4' o.c. for 60# & 3' o.c. for 80#
Venting	1:300, min. 8 vents, 3' from each corner, 20' o.c.	1:300, min. 8 vents, 3' from each corner, 20' o.c.	1:300, min. 8 vents, 3' from each corner, 20' o.c.	1:300, min. 8 vents, 3' from each corner, 20' o.c.
Separation from ground	6"	6"	6"	6"
Porches, Supports under exterior wall of home 4' o.c. required under the full length of the area of attachment.	Designed and constructed as self supporting.	Designed and constructed as self supporting. Attached for weather seal only.	Designed and contracted as self supporting. Attached for weather seal only.	Designed and constructed as self supporting. Attached for weather seal only.
Covered porches, decks: Supports under exterior wall of home 4' o.c. required under the full length of the area of attachment	Designed and constructed as self supporting. Footings below frost depth. Attached for weather seal only.	Designed and constructed as self supporting. Footings below frost depth. Attached for weather seal only.	Designed and constructed as self supporting. Footings below frost depth. Attached for weather seal only.	Designed and constructed as self supporting. Footings below frost depth. Attached for weather seal only.
Mechanical, Ducts, Clearance from ground 1" min.	Crossover insulated to R-8, w/ 1.0 Perm vapor barrier	Crossover insulated to R-8, w/ 1.0 Perm vapor barrier	Crossover insulated to R-8, w/ 1.0 Perm vapor barrier	Crossover insulated to R-8, w/ 1.0 Perm vapor barrier
Clothes Dryer Ducts, Min 4" diameter, Max length 25', reduced 5' for ea 90 deg. Turn. Rigid metal, PVC or flexible metal.	No flexible foil or nonmetallic within 3' of dryer or enclosed within a wall or floor	No flexible foil or nonmetallic within 3' of dryer or enclosed within a wall or floor	No flexible foil or nonmetallic within 3' of dryer or enclosed within a wall or floor	No flexible foil or nonmetallic within 3' of dryer or enclosed within a wall or floor
Anchoring, Listed device, 3,150 lb. W/ capacity for 4,725 lbs. Of uplift. Extends to frost depth or below.	Required. 2' from each end, 11' o.c. No open hook ends.	2' from each end, 11' o.c. No open hook ends.	2' from each end, 11' o.c. No open hook ends.	2' from each end, 11' o.c. No open hook ends.

Exterior Exit Landings Required:	Min 3' x 3'; Guardrails & handrails required over 30" high.	Min 3' x 3'; Guardrails & handrails required over 30" high.	Min 3' x 3'; Guardrails & handrails required over 30" high.	Min 3' x 3'; Guardrails & handrails required over 30" high.
Footings – Runners	8"x18" w/ (2) #3 reinforcing bars. Marriage line is 20" wide. If runners are to include two or more rows of support (2) additional reinforcing bars shall be used for each row of supports.	8"x18" w/ (2) #3 reinforcing bars. Marriage line is 20" wide. If runners are to include two or more rows of support (2) additional reinforcing bars shall be used for each row of supports.	8"x18" w/ (2) #3 reinforcing bars. Marriage line is 20" wide. If runners are to include two or more rows of support (2) additional reinforcing bars shall be used for each row of supports.	8"x18" w/ (2) #3 reinforcing bars. Marriage line is 20" wide. If runners are to include two or more rows of support (2) additional reinforcing bars shall be used for each row of supports.
Perimeter Blocking Location	6" or less from each corner, 8' on center maximum for roof load of 40 psf or less; 6' on center maximum for roof load of more than 40 but less than 60 psf; 4' on center maximum for roof load of more than 60 psf but less than 80 psf. Perimeter foundation required for homes with roof load of more than 80 psf.	Entire perimeter	Entire perimeter	Entire perimeter