

Twin Falls County Planning and Zoning and  
Building Department

## **MANUFACTURED HOMES**

THIS INFORMATION IS INTENDED TO BE A GENERAL GUIDE TO THE BUILDING PERMIT PROCESS. EVERY ATTEMPT HAS BEEN MADE TO INCLUDE THE BASIC REQUIREMENTS; HOWEVER, IN THE EVENT THE INFORMATION IS IN CONFLICT WITH COUNTY, STATE, OR FEDERAL CODES, THE CODE PROVISIONS SHALL PREVAIL.

Thank you for making your investment in Twin Falls County. We appreciate your confidence in our area, and the opportunity to assist you in obtaining the necessary permits.

Please remember that the codes, standards, and local requirements help to insure that your home is properly installed to make our county a better place to live.

Your manufactured home is an engineered structure assembled in a factory under federal codes. State and county codes govern the installation of your home, either on a permanent foundation or block set.

In order to expedite the processing of your building permit, we recommend that you review this brochure and contact other agencies that may need to issue permits or approve your plans, such as the local Fire Department, Health Department, Highway District, and Canal Company.

Please be sure your plans are complete and drawn to scale, since a delay in the permit review process may occur if additional information is needed.

### **WHEN CAN YOU START WORK**

The law requires that a building permit be issued prior to any work being done. To avoid a financial penalty, please allow ample time for us to review your plans and process your permit prior to starting your project. The minimum penalty for work started without a permit is an amount equal to the building permit fee.

### **DEFINITIONS**

**MANUFACTURED HOME:** An engineered structure assembled in a factory after June 15, 1976 under Housing and Urban Development residential housing construction standards. The use of these units is limited to a single-family dwelling.

**MOBILE HOME:** A structure assembled in a factory prior to June 15, 1976 for use as a single-family dwelling.

**REHABILITATED MOBILE HOME:** A mobile home that has been modified under the provisions of Idaho Code 44-2501 and, therefore, granted the same rights as a manufactured home.

## WHEN IS A BUILDING PERMIT REQUIRED

A building permit is required any time a building or structure is erected, constructed, remodeled, enlarged, altered, repaired, moved, sited, removed, converted, or demolished. This includes work within a building that would be considered non-structural or load-bearing, such as moving or erecting non-bearing walls. There are some types of work that is exempt and the building department can provide you this information

## ALTERATION OR MODIFICATION OF A MANUFACTURED HOME

Manufactured homes are an engineered structure and therefore the plans for any proposed remodeling, modification or attachment to the unit must be drawn and wet-stamped by an Idaho licensed engineer.

## SITING OF A NEW OR USED MANUFACTURED HOME

### MINIMUM PLANS REQUIRED:

- A. The plans submitted must illustrate that the proposed installation will meet State of Idaho Standards. Copies of the standards may be obtained on the web ([www.dbs.idaho.gov](http://www.dbs.idaho.gov)). At the menu on left choose DBS programs, manufactured housing, then Installation Standards.
- B. Two (2) sets of plans drawn to a scale of 1/4" to 1' 0" or computer-generated plans drawn to not less than 1/8" to 1' 0". Plans must include (2) sets of the site plans, which may be drawn to a lesser scale provided all information is legible. The footing, foundation, and site plans are not required to be stamped by an engineer.
- C. You may prepare your own plans for the footings, foundation, exterior steps, and landings. Normal sized steps and landings may be part of the manufactured home siting permit. Large or unique designed steps, landings, or decks will require a separate building permit.
- D. The plans must include the foundation details, tie-downs, and piers and, where applicable, skirting details for units not set on a permanent foundation. (Sufficient detail must be on the plans to show compliance with the State of Idaho Manufactured Home Standards.
- E. Structures such as garages, carports, patios, etc. will require separate building permits even though the garage, etc., may be attached to the manufactured home.
- F. All pages must be numbered and stapled together.

### A. Site Plan

Any revision to the Site Plan after the permit is issued must be submitted to the Building Department for review and approval **prior to the change being done on the site**. Other departments and agencies may also require prior review and approval. The following information and/or drawings are needed on both sets of the Site Plan.

1. Drawn to scale and include the grid or legal address and the north orientation arrow.
2. Show all property lines, lot dimensions, and identify official survey corner stake locations.
3. Indicate the location of any easements, right-of-ways, well, and septic systems.
4. Draw in all other buildings and show distance between buildings and property lines.
5. Show proposed new construction, dimensions, and distance between buildings and the property lines.
6. Show the building front set back from the property line (not the edge of road, fence, etc.).

7. Indicate on the site plan the direction surface water will drain away from the proposed structure.
8. Show finished floor or top of foundation elevation in relationship to crown of the road or other fixed terrain to assure surface drainage. May use generic elevations such as road crown 100.0 and top of foundation 103.0).
9. Show driveway location, length and width and type of finish (gravel, concrete, asphalt, etc).
10. Two (2) site plans stamped approved by the South Central Public Health District.

## **B. Building Plans**

Two (2) sets of plans drawn to scale must include the following information and/or drawings:

1. Footing foundation plan showing the size(s), type, and proposed steel reinforcement.
2. Floor plan of the unit showing use of all rooms or areas, door and window locations.
3. Size and location of crawl space access.
4. Crawl space venting system.
5. Location of tie-downs and piers.
6. Minimum of two (2) elevations (front and back) of the structure.
7. Construction details for exterior entry steps, landings, handrails and proposed foundation. Foundations below frost level are not required for homes not set on a permanent foundation, but must have a foundation that is stable in all weather conditions.

## **BUILDING PERMITS FOR GARAGES, CARPORTS, PATIOS, ETC.**

All structures other than the manufactured home will require a separate building permit, and will be required to meet the International Residential Code. (The **RESIDENTIAL** informational brochure covers these types of structures.) Manufactured homes are governed by the Idaho Manufactured Home Standards except for exterior steps and landings which must meet the International Residential Code (IRC).

## **USE AND OCCUPANCY**

1. Building and Zoning Laws require a final inspection and issuance of an Occupancy Permit **PRIOR** to the use or occupancy of any new or used manufactured home.
2. A walk-thru and the issuance of a dealer's or installer's completion checklist, does not grant authorization to use or occupy the facility. The permit holder must request a building department final inspection and obtain an **Occupancy Permit** prior to use of the home.
3. Please allow ample time between the project completion and planned occupancy for the required inspections and **Occupancy Approval**.

## **INSPECTIONS**

An inspection record card is issued with all building permits. In most cases **ALL** of the inspections listed will be required. Each required inspection must be requested by the permit holder and be signed off by the building inspector prior to proceeding to the next phase of construction. **An Occupancy Permit and/or Occupancy Approval will not be issued where any of the required inspections have not been completed.**

Building Department Inspection requests may be submitted by telephone 24-hours a day and 7 days a week by calling 208-734-9490 Ext. 1.

1. **Minimum** information needed:
  - a. Permit Number
  - b. Type of Inspection
  - c. Project address
  - d. Contact information (name and number)
2. The permit holder is responsible for requesting inspections.
3. Whenever possible, inspection requests received by 9:00 a.m. will be completed the same day. Requests received after 9:00 a.m. will be scheduled for the next workday.
4. Generally, inspectors will start on the east side of the county and work west.
5. Scheduling of regular inspections for a specific time or a general time period is not possible without at least 24 hours prior approval of the Building Official/Inspector.
6. **Property pins must be located and property lines clearly marked for the inspector for the setback inspection.** Should there be a question of the location of the property boundary, the inspection will not be approved, and therefore, a survey may be required. A re-inspection may be requested when the lines are marked.
7. Post the job address at the road, so that the site can be found easily by the inspectors.
8. **The inspection Record Card and approved Job Site Plans must be on the job site for all inspections.**
9. A re-inspection fee may be required to be paid prior to a return inspection for projects not ready as requested, or items on a correction notice not completed on the return inspection.

## ASSISTANCE

If you have any questions concerning your building permit or during the construction, the following county and state departments are here to assist you.

County Building and Zoning Department	734-9490
State Electrical, Plumbing and HVAC	1-800-955-3044 or <a href="http://dbs.idaho.gov">dbs.idaho.gov</a>
South Central Public Health District	737-5900
(for well and septic systems)	737-5918
Fire Districts: Twin Falls	735-7232
Buhl	543-5664
Filer	326-4353
Rock Creek (Kimberly, Hansen, Murtaugh)	423-4336
Salmon Tract	655-4222

## **ADDITIONAL BUILDING PERMIT APPLICATION INFORMATION:**

Permit applications are reviewed in the order in which they are received, in order to avoid delay, make sure that all of the required information is provided. The estimated time for a residential plan review is usually not more than seven business days. This is contingent upon the submittal of complete plans and specifications along with all of the required supporting documents.

Additional permits are required for any electrical, plumbing and HVAC (mechanical) installations. Please call 1-800-955-3044 or go to [www.dbs.idaho.gov](http://www.dbs.idaho.gov).

The project will be given an approximate address during construction. Final address will be determined prior to final inspection.

All permits expire after 180 days from the date of permit issuance or the date of last inspection. **It is your responsibility to make sure the permit does not expire.**

Twin Falls County adopted the 2012 International Building Code and the Idaho Manufactured Home Installation Standards.

**Building Design Criteria and Plan Preparation.** Unless determined differently, based on site evaluation by a qualified design professional, the Design criteria for Twin Falls County shall be:

- Wind Load 90 mph 3 second gust
- Height and exposure adjustment coefficient is "C"
- Snow Load 30 lbs. per sq. ft. (ground)
- Seismic design category "C"
- Design Temperature zero degrees Fahrenheit
- Weathering Probability rating for concrete is "Severe"
- Frost line depth is 24" below finished grade
- Maximum soil bearing pressure is 1500 lbs. per sq. ft. unless a soils investigation is provided
- Foundation walls over 9 ft. height require engineering design
- Buildings over two-story height or of unusual design may require engineering design
- Truss design drawings shall be in accordance with R802.10 and retained on site.
- Trusses need to be marked on the underside of the truss in the interior of the building.

Any deviation from these criteria must be approved by the Twin Falls County Planning and Zoning Department.

No building or structure shall be placed within six (6) feet of another structure.

No building or structure shall be placed within an easement area. Always check plat map and/or legal description for easements.