MADISON COUNTY BUILDING DEPARTMENT

134 E Main St. Ste. 206, Rexburg, Idaho 83440
Phone: (208)359-6262

MANUFACTURED HOME PERMIT APPLICATION

Application No: _____ Date: _____

A complete application and all required documents must be submitted before plan review begins. Please allow a minimum of **ten (10) working days**, not including the day of submittal, for initial review.

Madison County currently follows the 2018 IRC. Manufactured homes older than 1976 may not be moved into Madison County.

Contact Information

Property Owner

Name: _____
Phone: _____ Email: _____
Mailing Address: _____

Place of Purchase

Name/ Contact Name: _____
Phone: _____ Contractor's License Number: _____
Mailing Address: _____
Email Address: _____

Property Information

Parcel Number: _____ Section _____ Township _____ Range _____
Site Address: _____
Subdivision or mobile home park: _____ Lot _____ Block _____
Covenant's? Y / N *If yes, please bring a copy of your subdivision convents at time of submittal
Zone: _____ Total Acreage: _____
Area of City Impact? Y / N Are you in a Floodplain? Y / N *if yes, what zone? _____

Proposed use: VIN numbers can always be found stamped on the frames behind tongue locations
Square Footage: _____ Size: _____
Bedrooms: _____ Bathrooms: _____
VIN #: _____ Year Made: _____
Basement: Unfinished/ Finished: _____ Garage: _____
Name of Installer: _____
Installer HUD License Number: _____
Are you going to turn this into "Real Property": Y / N

Building Setbacks- the distance from structure to property line, easements, right of way lines, open surface water. This information should be shown on your side plan as well.
Front: _____ Back: _____
Side: _____ Side: _____

Number of Existing Buildings: Dwellings _____ Accessory Structures _____

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Permit Application Submittal Checklist

The Following Items are required to be submitted to the Building Department with your Building Permit Application. The review process requires a minimum of ten (10) working days, beginning after all required documents have been submitted and the application is deemed complete. Madison County Follows the IRC 2018 Code.

1. **Septic Permit:** If constructing a new dwelling, a Septic Permit from Eastern Idaho Public Health Department is required prior to Building Permit approval. If remodeling an existing dwelling to add a bedroom or bathroom, or if connecting to an existing septic system, approval from Eastern Idaho Public Health Department is required.
2. **Recorded Warranty Deed:** A recorded Warranty Deed may be obtained from the Clerk's Office.
   If the applicant is not the legal property owner, an Affidavit of Legal Interest, notarized by both the owner and applicant, is required. This form is available from the Building Department.
3. **Site Plan:** Showing: setbacks, well, septic, property line, driveways, etc. (see example attached).
4. **A copy of the Building Contractor's State Registration is required unless the project is owner-built.**
5. **Plans:** One electronic copy (PDF format) and/or one physical copy of plans shall be submitted. Plans must be drawn to scale, printed or formatted on 11 × 17 paper, at a minimum scale of 1/8" = 1'-0". Refer to the Design Standards Checklist to ensure all required information is included. Plans shall include, as applicable:
   a. Cross Sections
   b. Elevations
   c. Full Foundation drawing
   d. Window & door schedule
   e. Information on stabilizing system or permanent foundation system **(Drawings Required)**
   Proof that the manufactured home has been constructed to withstand the minimum snow-loads of Ground 50 P.S.F and Roof 35 PSF
6. **Flood Plain:** If the property is located within a designated floodplain, a Preliminary Elevation Certificate is required prior to Building Permit issuance. A Final Elevation Certificate must be submitted prior to issuance of a Certificate of Occupancy.
7. **Driveway Access Permit:** Can be obtained from the Madison County Road & Bridge office.
8. **Covenants:** if located in a subdivision with covenants.
9. **Permit Fee Deposit**- $300 and a review fee of 10% due upon application submittal for a Total of $310.
10. **Moving Mobile home-** If you are moving a mobile home from one location to another, please be aware that we will have to have a receipt showing that the current year property taxes are prepaid.
11. **Additional permits or approvals may be required, including but not limited to:**
    a. **Administrative Permit / Accessory Dwelling Unit (ADU):** Construction of more than one dwelling unit on a parcel requires approval through Madison County Planning & Zoning.
    b. **Fire Department:** Properties with significant slopes may be reviewed by the Madison County Fire Marshal to verify emergency access requirements.
    c. **Wetlands:** If designated wetlands are located on or adjacent to the property or access roadway, permits from the U.S. Army Corps of Engineers may be required. Documentation must be submitted with this application. (See Madison County Planning & Zoning.)
    d. **Bridges:** Proposed bridges require approval from the Madison County Road & Bridge Department and the U.S. Army Corps of Engineers. Approved permits must be submitted with this application. Floodplain and/or wetland permits may also be required.

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Manufactured Home Setup Requirements

Manufactured homes shall be installed in accordance with the **approved manufacturer's installation instructions**, approved foundation/stabilizing system documents, the **Idaho Manufactured Home Installation Standard**, applicable HUD requirements, and applicable provisions of the **2018 International Residential Code (IRC), as adopted by Madison County**.

1. Grading

- Grade shall slope away from the home's foundation or skirting at a minimum **5% slope**.
- Site shall be free of grass, roots, and other organic material beneath the home.
- Maintain a minimum **12" clearance from the bottom of the I-beams to grade**.
- Homes installed on a permanent foundation shall have footings below the required frost depth.

2. Ground Cover / Vapor Barrier

- Minimum **6-mil polyethylene** or equivalent material.
- Black material is recommended to help prevent plant growth.
- All holes, tears, seams, and penetrations shall be sealed or patched.

3. Footings / Pier Pads

- Minimum bearing area: **256 sq. in.**
- Solid concrete blocks: **two 8" x 16" x 4" blocks**.
- Poured concrete pads: minimum **16" x 16"**.
- Pressure-treated lumber: **2 to 4 layers of 2x10**.
- Pressure-treated plywood:
  - One piece: **1¼"**
  - Two pieces: **¾" each**

4. Block Piers

- Concrete block may be open-cell or closed-cell.
- **Cinder or pumice blocks shall not be used.**
- Single-stack block piers: loads not to exceed **5,000 lbs.**
- Double-stack block piers: loads not to exceed **16,000 lbs.**

5. Anchoring

- Anchors shall be capable of resisting a working load of **3,150 lbs. with a 50% overload capacity**.
- Anchors shall be located within **2' of each end** of the home.
- Maximum anchor spacing shall be **11' on center**.
- Anchors are typically available from manufactured home dealers or suppliers.

6. Stairs and Landings

- Minimum top landing: **36" x 36"**.
- Landing shall not be more than **7¾" below the floor level**.
- Maximum stair riser height: **7¾"**.
- Minimum stair tread depth: **10"**.
- Handrails are required where there are **4 or more risers** and shall be installed **34"–38" high**.
- Guards are required where the walking surface is more than **30" above grade**.

7. Skirting

- Skirting shall be constructed of durable, rigid material suitable for exterior exposure, such as vinyl, wood, aluminum, or steel.
- Untreated wood shall not be installed within **6" of earth**.

8. Ventilation

- Ventilation openings shall be located within approximately **3' of each corner**, where practical.
- Vents shall not be spaced more than **20' apart**.
- Provide a minimum of **1 sq. ft. of ventilation area for every 300 sq. ft. of under-floor area**.

9. Access

- Minimum access opening: **18" x 24"**.
- Access shall be operable without tools.
- Access opening shall be easily identifiable.
- Maintain a minimum **30" clear space** directly in front of the access opening.

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Applicant's Signature, Certification and Authorization Pages

The following applies to all projects. Please read each item and initial to acknowledge compliance.
Both the Owner and Contractor must sign below. If the project is owner-built (self-build), the property owner must sign as both Owner and Contractor.

_____ The permit number and site address must be posted and clearly visible from the roadway prior to inspection. **Failure to post the permit number and address will result in a failed inspection and/or inspection not being carried out.**

_____ Sanitation facilities (portable toilet or approved restroom access) must be provided on all job sites.

_____ A dumpster or approved waste disposal method must be provided on all job sites. Burning is prohibited unless a permit is obtained from the Madison County Fire District.

_____ The applicant acknowledges that Madison County does not enforce private covenants and is not responsible for determining covenant compliance. The applicant certifies that the proposed project does not violate any applicable covenants.

_____ I understand that performing work prior to required inspections or outside the approved inspection order may result in enforcement action, including additional fees, stop work orders, or re-inspection requirements, in accordance with County policy and adopted codes.

Under penalty of perjury, I hereby certify that I have read and understand this application and that the information provided herein is true and correct. I further certify that any information subsequently provided by me to the Madison County Building Department shall be truthful and accurate. I agree to comply with all applicable County policies, procedures, regulations, and State laws relating to this project and hereby authorize representatives of Madison County to enter upon the subject property for inspection purposes at any reasonable time. I understand that the Building Official may revoke any permit or approval issued under the provisions of the 2018 International Codes, as adopted by Madison County, if such permit or approval was issued based on false statements, misrepresentation of facts, or failure to comply with applicable County requirements.

_____

Owner Signature Date

_____

Contractor Signature Date

_____

Building Department Date

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Please Read Carefully

I understand that occupying a structure, in whole or in part, prior to approval of all required final inspections or written authorization from the Building Official may subject both the contractor and the property owner to a fine equal to the total building permit fee. I further understand that a Certificate of Occupancy will not be issued until all applicable fines and fees have been paid in full. (See 2018 International Residential Code Sections R110.1, R113.2, and R113.4.)

If this project is a self-build, the property owner must sign as both Owner and Contractor below.

Non-approved items	Approved Items
Small Kitchen Appliances	Tools for Building Process
Any Furniture Including Mattress	Material
Bed or Bathroom Linens	Large Appliance (Stove, Fridge, etc.)
Washing and Drying Machines	Plumbing and Electrical Fixture
Vehicle or Boats Parked in Garage	

_____

Owner Signature Date

_____

Contractor Signature Date

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Site Plan Requirements

All site plans **are required** to include the following information, in detail, if applicable. Drawing should fill the page:

- ☐ Property lines
- ☐ Well
- ☐ Septic & Drain field
- ☐ Existing structures
- ☐ Proposed structure
- ☐ Driveway
- ☐ Waterways (canals and rivers)
- ☐ Roads
- ☐ Setbacks from the proposed structure to property lines, well, septic & drain field, waterways, roads and existing structures.
- ☐ Size of parcel
- ☐ North Arrow

Setback Requirements

Agriculutral (AG) Zone
Front - 30/60FT
Side - 10 FT
Back - 25FT

Trans-Agricultural (TRANS)
Front - 30/60 FT
Side - 10 FT
Back - 25 FT

Sec117-63(t)- 200ft setback from 5ft above high-water mark of flow of water ways.

Example

