



**BUILDING DIVISION**

## Manufactured Home Submittal Requirements, Fees, and Application

Public Services Department  
408 N. Spokane St. – Post Falls, ID 83854  
Phone: (208)773-8708 Fax: (208)773-2505  
www.postfallsidaho.org

- Application must be filled out with complete and accurate information. Incomplete applications will not be accepted.
- Roof Snow Loads:** Manufactured homes that meet current HUD standards for the State of Idaho with a 30 pound per square foot roof snow load will be allowed per City Ordinance to be located only in a manufactured/mobile home park within the city limits of Post Falls provided that the appropriate executed liability waiver agreement has been submitted and approved. These homes cannot later be moved within the City unless to another park. Homes brought into all other areas of the city limits of Post Falls must have a 40 lb roof snow load unless the home has been previously legally set inside the city limits in which case it may be moved from one location to another within the city limits with the existing roof snow load.
- Site plans:** Clearly show property or lot lines with dimensions (and square footage of lot if not in a park), north arrow and scale, show footprint of house (sq. ft.) and other existing buildings (sq. ft.), driveway, setbacks to property lines and distances between buildings, locations and dimensions of all utility easements, street curb & sidewalk (existing & proposed). **NOTE:** The Park owner must sign the submitted site plan to signify approval of the home location on the lot.
- Foundation plan** as supplied by the manufacturer or using the State of Idaho guidelines for manufactured home sets.
- Lateral Restraint** system to be used for anchoring structure to the ground, as supplied by the manufacturer or using the State of Idaho guidelines for manufactured home sets.

### PERMIT FEE'S

- Upfront plan check fee of \$25.00 due upon application submittal.
- Cost of a setting permit in a manufactured home park is \$150.00
- Cost of a permanent foundation for real property is \$400.00
- If a home is set on a lot outside of a manufactured home park other fee's may be included in the permit cost: such as:
  - Right-of-way fee for driveway approach \$150.00
  - Sewer Cap fee's \$5745.00
  - Water Cap fee's (if on city water) \$2925.60
  - Water Meter fee (if on city water) \$290.00
  - Utility Registration fee \$60.00
  - City Impact fee's 3 bedrooms or less \$2,892.81
  - 4 or more bedrooms \$4,177.73
- For those lots that were annexed into the City of Post Falls there may also be annexation fees.
- If a manufactured home is being replaced by a new manufactured home, some of the above listed fees may be credited. Check with the Building Division for clarification.
- A separate Mechanical Permit Application and permit fees will be required for any mechanical work such as gas piping hook up.
- If the home was manufactured on or before June 15, 1976, we will require proof that it has gone through the rehabilitation process and has been approved by the State of Idaho before issuing a permit.

**INSTRUCTIONS TYPE OR PRINT CLEARLY – USE BLACK OR BLUE INK**

The applicant **must** fill out sections I, II, and III. Your permit will not be processed if you do not fill out the required information. Please read all conditions on this application before signing. A separate permit application is required for each building or structure except townhouses or commercial tenant spaces where each unit requires a separate permit.

**SECTION I: PROPERTY INFORMATION**

PROJECT ADDRESS: \_\_\_\_\_  
LOT: \_\_\_\_\_ MOBILE HOME PARK: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_ PHONE #: \_\_\_\_\_

**SECTION II: CONTACT INFORMATION**

<b>PROPERTY OWNER</b>	<b>INSTALLER</b>
Name: _____	Name: _____
Street Address: _____	Street Address: _____
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____
Phone Number: ( ) _____	Phone Number: ( ) _____
Email Address: _____	Installer License #: _____ Expires: _____

**SECTION III: MFG/MH INFORMATION**

Make/Model \_\_\_\_\_ Year \_\_\_\_\_  
Roof Snow Load \_\_\_\_\_ Serial Number \_\_\_\_\_

Single Wide     Double Wide     Triple Wide

Is there a deck present, or will be constructed?     Yes     No  
Is there a covered porch present, or will be constructed?     Yes     No  
Is there a storage building present, or will be constructed?     Yes     No

Items that are PRESENT must adhere to State and Local Code requirements concerning proper distances and setbacks.  
Items that are to be CONSTRUCTED may require a separate building permit. Check with the Building Division.

**CONDITIONS**

- The proposed work must be done in accordance with approved plans, specifications and appropriate codes. A separate permit may be required for mechanical, electrical and plumbing.
- This application becomes null and void if not purchased within 180 days.
- This permit becomes null and void if work or construction authorized is not commenced within 180 days or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.
- It shall be unlawful for any person, firm or corporation to erect, construct, enlarge, alter, repair, move, improve, remove, convert, demolish, equip, use, occupy or maintain any building or structure, or cause or permit the same to be done in violation of Post Falls City Code.
- 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 state or local law regulating construction or the performance of construction and that I make this statement under penalty of perjury.
- I hereby certify that I have read and examined this application and know the same to be true and correct. This application does not authorize any type of work to be started. A building permit will be issued after a review of this application and necessary plans for building, mechanical and zoning compliance.

**CERTIFICATE OF OCCUPANCY DISCLAIMER:** Prior to issuance of a Certificate of Occupancy, additional inspections and approvals may be required from the Kootenai Fire & Rescue Department and the City of Post Falls Engineering and Planning Divisions. It is the permit holders responsibility to get these inspections and approvals.

\_\_\_\_\_  
Signature of Property Owner, Contractor or Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Print Name

**\*\*Please note that for a home set in a Manufactured Home Park, the Park Owner/ Manager must sign the site plan to show the home's location has been approved by the Park Management\*\***