

# Manufactured Home Installation Basic Safety Inspection Checklist

(The licensed professionals qualified by Idaho State Statute to perform the work and park owner must complete this form and it must be provided to Garden City prior to occupancy of the home)

A basic safety inspection checklist is required to be submitted to the City in addition to the inspections that will be conducted as a part of the installation permits. This checklist is intended to provide a basis to assess the structure for common dangerous structural conditions. It is the applicant's responsibility to employ the contractors and ensure that this form is filled out in its entirety. All inspections shall be performed by someone with a valid state issued license to perform the work.

Address \_\_\_\_\_ Space # \_\_\_\_\_ Park Name \_\_\_\_\_

Home VIN Number \_\_\_\_\_

Home Owner Name \_\_\_\_\_

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Installer's Company Name \_\_\_\_\_

Installer's License Number: MFG-Install- \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Installer's Printed Name \_\_\_\_\_

Garden City verification that license is valid \_\_\_\_\_ Date \_\_\_\_\_

Installer's Initials and date of verification

- \_\_\_\_\_ No visible signs of structural alteration; No visible signs of roof/ exterior leakage; flooring, walls and ceiling are intact
- \_\_\_\_\_ Windows and doors open/close; Windows and exterior doors have a secure locking system that can prevent someone from entering from the outside
- \_\_\_\_\_ Carbon monoxide detector installed; fire alarms in hall, bedrooms and kitchen are in working order; fire extinguisher is charged
- \_\_\_\_\_ Adequate fire egress from each room
- \_\_\_\_\_ Porches, balconies, terraces, window wells, and other heights or depressions are protected by railings, closed with banisters, closed with fences, closed with accordion gates, or are otherwise protected;
- \_\_\_\_\_ Steps/porch to home meets building code
- \_\_\_\_\_ The heating is in good working condition and services all livable areas; If gas furnace combustion chambers there are no visible signs of leakage
- \_\_\_\_\_ Appliances are in working condition
- \_\_\_\_\_ The kitchen exhaust system is internally vented, discharges directly outside, or discharges through ducts to the outside and not into the attic or other unused space
- \_\_\_\_\_ Range and dryer exhausts are properly installed
- \_\_\_\_\_ Range and dryer exhausts are properly terminated
- \_\_\_\_\_ Appliance shipping blocks and straps are removed
- \_\_\_\_\_ Condensate lines drain outside home for A/C and condensing furnace, if present
- \_\_\_\_\_ Cross-over ducting properly supported above the ground (may not be present)
- \_\_\_\_\_ Cross-over ducting has no crimps, tears, or compression
- \_\_\_\_\_ No signs of mold in the home
- \_\_\_\_\_ No overt potentially dangerous conditions inside or outside the home

Signature of Installer \_\_\_\_\_

By signing this I certify that I have verified the above conditions and that the information is true and correct to the best of my knowledge.

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**State Licensed Electrical Contractor**

**Company Name** \_\_\_\_\_ **Contractor's License**  
**Number** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Contractor's Name** \_\_\_\_\_ **Date of Verification** \_\_\_\_\_

**Garden City verification that license is valid** \_\_\_\_\_ **Date** \_\_\_\_\_

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Electrical Contractor's Initials

\_\_\_\_\_ Electrical service has enough capacity; Electrical overload protection is provided by circuit breakers, fuses, or ground fault circuit interrupters (GFCI) in kitchens, bathrooms, and outside

\_\_\_\_\_ No exposed electrical wiring; Are all outlets and switches working properly and all outlets have face plates

\_\_\_\_\_ Outlets are located where they are needed in every room

\_\_\_\_\_ Each room has lighting provided

\_\_\_\_\_ No overt potentially dangerous condition

**Signature of Electrical Contractor** \_\_\_\_\_

**By signing this I certify that I have verified the above conditions and that the information is true and correct to the best of my knowledge.**

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**State Licensed Plumbing Contractor**

**Company Name:** \_\_\_\_\_ **Contractor's License**  
**Number** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email** \_\_\_\_\_

**Contractor's Name** \_\_\_\_\_ **Date of Verification** \_\_\_\_\_

**Garden City verification that license is valid** \_\_\_\_\_ **Date** \_\_\_\_\_

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Plumbing Contractor's Initials

\_\_\_\_\_ Hot and cold water are available and operational in kitchen and bathroom;

\_\_\_\_\_ All faucets have adequate water pressure and all drains are clear

\_\_\_\_\_ There is no visible corrosion or leakage of pipes

\_\_\_\_\_ There is no overtly potentially dangerous condition

**Signature of Plumbing Contractor** \_\_\_\_\_

**By signing this I certify that I have verified the above conditions and that the information is true and correct to the best of my knowledge.**

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By signing this I certify that this to the best of my knowledge this home placement has been completed by the individuals listed above and that they are licensed professionals as required by Idaho Statute. I also certify that to the best of my knowledge that there is no known matter that would constitute a potentially dangerous or nuisance concern.

\_\_\_\_\_ **Printed Name of Park Owner as identified with the Ada County Assessor (if authorized agent documentation must be submitted that the agent is legally authorized)**

\_\_\_\_\_ **Signature**

# Manufactured Home Inspections and Requirements for Used/Moved Homes

- 1<sup>st</sup> Inspection -Before Install- Grading Inspection**
  - 2<sup>nd</sup> Inspection - Lock n Tie**
  - 3<sup>rd</sup> Inspection- Structure, Steps, and Railing, and skirting**
  - 4<sup>th</sup> Inspection- Final**
- Schedule inspections call 208-472-2920**

**(New manufactured home sets shall follow the manufacturer’s installation instructions** New homes are required to obtain a HUD installation tag number from the Idaho Division of Building Safety.)

**Garden City requires an installer’s checklist to be completed and turned in to the City prior to obtaining a Certificate of Occupancy.**

Required inspections:

1. Grading inspection- The site shall be graded in accordance with section 3285.203 and figure 3285.203 of the Model Manufactured Home Installation Standards and Manufactured Housing Installation Rules and Regulations. Fill used to grade the site shall be engineered, compacted, and tested. Test results showing 90% compaction are required at the grading inspection.
2. Final inspection- At the final inspection the installation and all exterior site work shall be complete. **Access to the interior of the house is required.** The inspector will verify the following: minimum two separate exits with code compliant landings/stairs/railings, functioning exterior lights at both exits, sleeping room egress window size and functionality, location and function of smoke detectors (required in sleeping rooms and hallway), installation of a CO detector when gas fired appliances are present, address posted and seen clearly from the street, fire separation from attached garage (if applicable), footings/piers/tiedowns (location, spacing, attachment, embedment), skirting installation, additional site work (patio covers, decks, etc.)

## **Office of Assf. Sec. for Housing, HUD**

## **§ 3285.203**

### **§ 3285.203 Site Drainage.**

(a) *Purpose.* Drainage must be provided to direct surface water away from the home to protect against erosion of foundation supports and to prevent water build-up under the home, as shown in Figure to § 3285.203.

(b) The home site must be graded as shown in Figure to § 3285.203, or other methods, such as a drain tile and automatic sump pump system, must be provided to remove any water that may collect under the home.

(c) All drainage must be diverted away from the home and must slope a minimum of one-half inch per foot away from the foundation for the first ten feet. Where property lines, walls, slopes, or other physical conditions prohibit this slope, the site must be

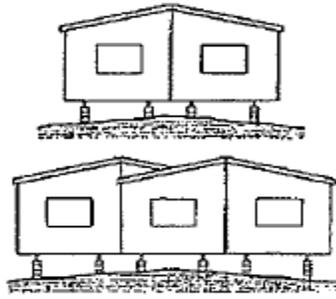
provided with drains or swales or otherwise graded to drain water away from the structure, as shown in Figure to § 3285.203.

(d) *Sloped site considerations.* The home, where sited, must be protected from surface runoff from the surrounding area.

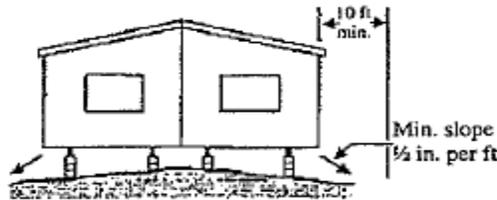
(e) Refer to § 3285.902 regarding the use of drainage structures to drain surface runoff.

(f) *Gutters and downspouts.* Manufacturers must specify in their installation instructions whether the home is suitable for the installation of gutters and downspouts. If suitable, the installation instructions must indicate that when gutters and downspouts are installed, the runoff must be directed away from the home.

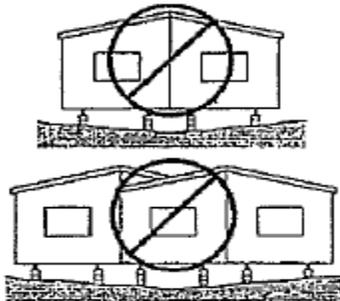
Figure to § 3285.203 - Grading and drainage.



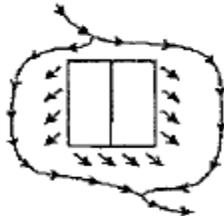
Crown and grade site to slope away from the home



Home sites must be prepared so that there will be no depressions in which surface water may accumulate beneath the home. The area of the site covered by the manufactured home must be graded, sloped, or designed to provide drainage from beneath the home or to the property line.



Do not grade site or set the home so that water collects beneath the home.



Natural drainage must be diverted around and away from the home.