



MANUFACTURED HOME INSTALLATION

Permit Number: _____

Application Date: _____ Rec'd by: _____

FOR OFFICE USE ONLY

6015 N. Glenwood St. ■ Garden City, Idaho 83714 ■ Phone 208/472-2921 ■ Fax 208/472-2926

Planning@gardencityidaho.org ■ Inspection Hotline: 208-472-2920

****Immediate notification to Garden City permit desk is required for ALL address changes**

APPLICANT CONTACT NAME: _____

Park Owner Home Owner Contractor Other

E-mail: _____ Firm: _____

Address: _____ City, State, Zip: _____

Phone: _____ Cell: _____

Signature: _____ Date: _____

I am or have the owner's permission to submit this application. I agree to be responsible for all application materials, fees and application correspondence with the City. I have completed the application checklist noting all applicable pages and supporting documents for the project. I attest that all information is complete and accurate to the best of my knowledge. *Note this person is the main contact. The applicant will be responsible for coordinating, reviewing, and ensuring that all application materials have been completed and submitted. All application correspondence will be through this person.

Contractor Name: _____

E-mail: _____ Phone: _____

Address: _____ City, State, Zip: _____

Contractor Registration #: _____ Expiration: _____

Home Owner Name: _____

E-mail: _____ Phone: _____

Address: _____ City, State, Zip: _____

Park Owner/Registered Agent Name: _____

E-mail: _____ Phone: _____

Address: _____ City, State, Zip: _____

Site Information: Park Name: _____

Site Address: _____ Space #: _____

Home Information:

1. Type: Single Wide / Double Wide / Affixed Verification
2. Manufactured Home VIN#: _____ Make: _____ Year: _____
3. Length of Home: _____ft Width: _____ft
4. How will the home be affixed to the ground? (Check all that apply)
 Block and tie / with Tip Out / with Deck / Foundation
5. If for affixed verification: Has all running gear been removed and replaced with a permanent foundation? Yes / No / N/A
6. Is the home in the 100 year floodplain? Yes / No
7. Water Service Connection: 5/8" / 1" / 1.5" / 2" / 3" / 4" / 6" / N/A
8. Will there be earth disturbing activity? Yes / No

REQUIRED APPLICATION CHECKLIST (Incomplete applications will NOT be accepted)

- ___ Application Fees with submittal (see fee schedule)
- ___ Complete Application
- ___ Affidavit of Legal Interest
- ___ Flood Risk Acknowledgement
- ___ **Two Site Plans** showing (for homes in parks):
 - Space dimensions, including setbacks of the proposed home, home dimensions, and parking spaces and dimensions
 - Locations of existing and proposed water and sewer connections
 - Location and dimension of patio
 - Location of tenant storage space
- ___ **Two Vicinity Plans** showing (for homes in parks):
 - Roads and common drives, location of park entrance sign
 - Location and dimension of common area
 - All spaces numbered according to approved plan
- ___ Documentation authenticating year of manufacture (such as copy of annual permit, bill of sale, title)
- ___ If home was manufactured before 1976, attach Idaho Division of Building Safety Certificate
- ___ Erosion Permit (if greater than 2 cu. yard earthwork)
- ___ Limited Permit Application (for all homes in the floodplain)
- ___ Ada County Statement of Intent to Declare Manufactured Home Real Property (For affixed verification)
- ___ Ada County Highway District (ACHD) Impact Fee Receipt or written confirmation from ACHD that no Impact Fee is required (prior to permit issuance)

A MANUFACTURED HOME INSTALLATION PERMIT APPLICATION TAKES UP TO ONE WORKING WEEK TO PROCESS. STAFF WILL CONTACT THE APPLICANT ONCE THE PERMIT IS READY FOR PICKUP. ONCE THE HOME IS INSTALLED, CALL THE INSPECTION HOTLINE (208-472-2920) ONE WORKING DAY PRIOR TO 4:00PM TO SCHEDULE INSPECTIONS. ONCE ALL REQUIRED INSPECTIONS ARE APPROVED AND A COMPLETE SAFETY CHECKLIST IS SUBMITTED, A CERTIFICATE OF COMPLIANCE WILL BE ISSUED. INSTALLING A MANUFACTURED HOME WITHOUT OBTAINING A MANUFACTURED HOME INSTALLATION PERMIT AND CERTIFICATE OF COMPLIANCE MAY RESULT IN REVOCATION OF THE PERMIT, DOUBLE FEES, FINES, OR ALL OF THE ABOVE.

ALL SIGNATURES REQUIRED

APPLICANT SIGNATURE*: _____ DATE: _____

HOME OWNER SIGNATURE*: _____ DATE: _____

PARK OWNER SIGNATURE*: _____ DATE: _____

***By signing this document I acknowledge that I may be held responsible for issues of noncompliance.**

