



## 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](mailto: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.**



GARDEN CITY, ADA COUNTY, IDAHO

In the Matter of:	)	Permit No. _____
	)	
Address _____	)	<b>FLOOD RISK</b>
Parcel No. _____	)	<b>ACKNOWLEDGEMENT</b>
Garden City, Ada County, Idaho	)	
_____	)	

**Introduction**

The FEMA Flood Insurance Rate Maps (FIRMS) for the Lower Boise River are in the process of being updated. Garden City will be secluded from the proposed change which means that the secluded area will maintain the 2003 mapped floodplain and floodway until further study. The City does not know of a date that this might happen. Currently the property where the subject building permits is proposed is not in the 100 year floodplain, however, the model shows that they will be in the floodplain once the seclusion is lifted.

All insurable structures within the floodplain are federally required to have flood insurance if there is a federally backed mortgage on the structure. The base flood elevations (BFEs) for the proposed structures are below the base flood elevations identified in the model that is being used for the new maps. Flood insurance for homes below the BFE is significantly higher than homes that are constructed above the BFE. Depending on the first floor construction in relation to the Base Flood Elevation, the required flood insurance rates could be thousands more per year. Subsequently, building the homes below the BFE could have significant economic impacts on the ability to sell the homes and for future home owners.

While there is no regulatory necessity to build the proposed structure to the proposed BFEs it is strongly recommended.

**Acknowledgement**

Garden City has provided this information prior to construction and these risks and requirements are acknowledged by the undersigned owner of the subject property located at \_\_\_\_\_, Garden City, Idaho; lot(s) \_\_\_\_\_ block(s) of \_\_\_\_\_ subdivision on the day and year as indicated below:

PROPERTY OWNER:

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

CAPACITY CLAIMED BY SIGNER

Individual\_\_

Corporation Officer\_\_ \_\_\_\_\_  
title

Partner(s)\_\_

Attorney\_\_

Trustee(s)\_\_

Guardian/Conservator\_\_

Other: \_\_\_\_\_

NOTARY PUBLIC:

On this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_, before me, personally appeared, \_\_\_\_\_, personally known to me or proven to me on the basis of satisfactory evidence to be the person whose name is subscribed to be within the said instrument, and acknowledged to me that he/she executed the same in his/her authorized capacity, and that by his signature on the instrument that the person or entity upon behalf of which the person acted, executed the instrument.

\_\_\_\_\_  
Notary Public for Idaho  
Residing at \_\_\_\_\_, Idaho  
My Commission expires \_\_\_\_\_