



# MANUFACTURED HOME SETTING PERMIT APPLICATION

KOOTENAI COUNTY COMMUNITY DEVELOPMENT  
451 Government Way, Coeur d'Alene, ID 83814 (208) 446-1070

## AGENCY USE ONLY

PERMIT #: \_\_\_\_\_  
SDP #: \_\_\_\_\_  
ELECTRONIC SUBMITTAL: YES: \_\_\_\_\_ NO: \_\_\_\_\_

PLEASE **COMPLETE ALL** APPLICABLE FIELDS BELOW

## DESIGNATED CONTACT PERSON

NAME: \_\_\_\_\_  
PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### PARCEL INFORMATION

PARCEL #: \_\_\_\_\_ LAND AIN #: \_\_\_\_\_ MH AIN #: \_\_\_\_\_

### PARCEL OWNER

MH PARK / OTHER THAN MH OWNER? YES: \_\_\_\_\_ NO: \_\_\_\_\_ IF YES, COPY OF LEASE IS REQUIRED  
PARK NAME: \_\_\_\_\_ PARK SPACE #: \_\_\_\_\_  
OWNER NAME: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
CONTACT INFORMATION: \_\_\_\_\_  
PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### MANUFACTURED HOME OWNER

SAME AS PARCEL OWNER? YES: \_\_\_\_\_ NO: \_\_\_\_\_ IF NO, COMPLETE THE FOLLOWING:  
OWNER NAME: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### IDAHO LICENSED MANUFACTURED HOME INSTALLER

INSTALLER INFORMATION: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
IDAHO LICENSE #: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

JOB ADDRESS: \_\_\_\_\_  
DIRECTIONS TO THE SITE FROM COEUR D'ALENE: \_\_\_\_\_

## REQUIRED PROJECT INFORMATION

**IMPORTANT NOTE: THE COMPLETED IDAHO INSTALLERS CHECKLIST IS REQUIRED FOR FIRST AND SUBSEQUENT SET-UPS PRIOR TO ISSUANCE OF THE CERTIFICATE OF OCCUPANCY.**

MANUFACTURER: \_\_\_\_\_ YEAR: \_\_\_\_\_ SIZE: \_\_\_\_\_ NUMBER OF BEDROOMS: \_\_\_\_\_  
MANUFACTURER'S DESIGNED SNOW LOAD: \_\_\_\_\_ VALUATION: \_\_\_\_\_  
SETTING TYPE: STANDARD SET: \_\_\_\_\_ PERMANENT SET: \_\_\_\_\_ MOBILE TO REAL PROPERTY: \_\_\_\_\_

FIRST SET-UP (NEW): \_\_\_\_\_ USE OF THE MANUFACTURER'S INSTALLATION STANDARD IS REQUIRED  
**MANUFACTURER'S MANUAL IS REQUIRED TO BE PROVIDED WITH APPLICATION FOR FIRST SET-UPS**

SUBSEQUENT SET-UP (USED): \_\_\_\_\_ (EITHER THE MANUFACTURER OR IDAHO STANDARD SETTING REQUIRED)  
IS THE HOME BEING MOVED FROM WITHIN KOOTENAI COUNTY? YES: \_\_\_\_\_ NO: \_\_\_\_\_  
IF YES, PROVIDE PREVIOUS SETTING PERMIT NUMBER OR OTHER FORM OF VERIFICATION: \_\_\_\_\_

**MAXIMUM 36 SQ FT (6 X 6) BUILDING CODE COMPLIANT LANDINGS WITH STAIRS FOR EACH DOOR ARE INCLUDED IN THIS PERMIT. (ACCESSORY STRUCTURES, I.E. DECKS, GARAGES REQUIRE SEPARATE PERMITS)**

**ANY STRUCTURAL ALTERATIONS TO A MANUFACTURED HOME REQUIRE AN IDAHO LICENSED ENGINEER'S DESIGN AND A SEPARATE PERMIT.**

**SITE INFORMATION**

SNOW ZONE: A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_ D: \_\_\_\_\_ **ENERGY:** NATURAL GAS: \_\_\_\_\_ PROPANE: \_\_\_\_\_ ELECTRIC: \_\_\_\_\_  
DOES THE SITE SLOPE EXCEED 33%? YES: \_\_\_\_\_ NO: \_\_\_\_\_ NUMBER OF EXISTING BUILDINGS ON SITE: \_\_\_\_\_  
ARE THERE ANY CODE VIOLATIONS ON THIS PARCEL? YES: \_\_\_\_\_ NO: \_\_\_\_\_ CV#: \_\_\_\_\_

**DEVELOPMENT INFORMATION**

IS PARCEL LOCATED IN THE SPECIAL FLOOD HAZARD AREA? YES: \_\_\_\_\_ NO: \_\_\_\_\_  
IF YES, WILL FILL BE USED TO ELEVATE THE PROPOSED STRUCTURE? YES: \_\_\_\_\_ NO: \_\_\_\_\_ IF YES, HOW MUCH? \_\_\_\_\_ CUBIC YARDS  
IS THE SITE WITHIN 500 FT OF SURFACE WATER? YES: \_\_\_\_\_ NO: \_\_\_\_\_ IF YES, DOES THE SLOPE EXCEED 10%? YES: \_\_\_\_\_ NO: \_\_\_\_\_  
WILL THE PROPOSED SITE DISTURBANCE AFFECT MORE THAN 1/3 OF THE PARCEL? YES: \_\_\_\_\_ NO: \_\_\_\_\_

**CONDITIONS**

1. THIS APPLICATION IS NOT AUTHORIZATION FOR ANY WORK TO COMMENCE.
2. THIS APPLICATION SHALL BE DEEMED AS BEING CANCELLED IF NOT ISSUED WITHIN 180 DAYS AFTER THE DATE OF FILING, UNLESS SUCH APPLICATION HAS BEEN PURSUED IN GOOD FAITH.
3. ANY PERMIT WHICH MAY BE ISSUED AS A RESULT OF THIS APPLICATION SHALL BECOME INVALID IF THE AUTHORIZED WORK IS NOT COMMENCED WITHIN 180 DAYS FROM THE DATE OF ISSUANCE, OR, IF THE AUTHORIZED WORK IS ABANDONED OR SUSPENDED FOR A PERIOD OF 180 DAYS.
4. IF AUTHORIZED BY A PERMIT, THE PROPOSED WORK MUST COMPLY WITH ALL ADOPTED CODES, ORDINANCES, STATUTES, AND POLICIES OF KOOTENAI COUNTY AND ANY OTHER AUTHORITY HAVING JURISDICTION.
5. INSPECTIONS MUST BE REQUESTED AND APPROVED PRIOR TO CONTINUING TO ANY SUBSEQUENT PHASE OF CONSTRUCTION.
6. ALL PERMITS FOR STRUCTURES OR MODIFICATIONS TO STRUCTURES THAT WILL BE OCCUPIED ARE REQUIRED TO RECEIVE A CERTIFICATE OF OCCUPANCY.
7. PER IDAHO STATUTE, KOOTENAI COUNTY ONE CALL MUST BE CALLED (811) AT LEAST 2 WORKING DAYS PRIOR TO ANY EXCAVATION.

**NON-REFUNDABLE PLAN REVIEW FEES ARE DUE AT THE TIME OF SUBMITTAL**

BY THIS SIGNATURE, I HEREBY ACKNOWLEDGE THAT THE ATTACHED SITE PLAN IS A TRUE AND ACCURATE REPRESENTATION OF THE SITE. I ATTEST THAT THE BUILDING PERIMETER AND PROPERTY LINES WILL BE CLEARLY MARKED AT THE TIME OF THE FIRST INSPECTION. I ASSUME ALL RESPONSIBILITY FOR ANY INACCURACIES CONTAINED HEREIN.

I HAVE ALSO CAREFULLY READ AND COMPLETED THIS APPLICATION AND ACKNOWLEDGE THAT THE SAME IS TRUE AND CORRECT.

\_\_\_\_\_  
OWNER OR AUTHORIZED AGENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
(PRINT NAME)