



CITY OF COEUR D'ALENE Manufactured Home Setting Permit Application

Job Address ☐N ☐S ☐E ☐W _____ ☐ST ☐AVE ☐DR ☐RD ☐PL ☐LN ☐CIR ☐CT ☐WY ☐LP

Legal Description LOT _____ BLOCK _____ SUBDIVISION _____ OR SERIAL # _____ Value of Work _____

Type of Work: ☐ Mfg Home New Setting ☐ Mfg Home Reset ☐ Designated Manufactured Home Setting: ☐ Standard ☐ Permanent Set ☐ Mobile to Real Property

Manufacturer _____ Year _____ Designed Roof Snow Load _____

Total Square Footage: _____ Height: _____ Sections: ☐ Single ☐ Double ☐ Triple

Is the home currently within City Limits of Coeur d'Alene? ☐ Yes ☐ No

Please provide the location it is being moved from (address/city/state/zip): _____

Owner: _____ Contact Person _____ Phone _____ Fax _____

Address(C/S/Z): _____ E-mail _____

Manufacturer Home Installer: _____ Contact Person _____ Phone _____ Fax _____

Address (C/S/Z): _____ E-mail _____

State Manufacturer Installer License Number _____ Expiration date (M/D/Year) _____

I understand that separate electrical, plumbing, and mechanical permits may be required. I understand no setting or work is to be done until a valid permit has been issued by the Building Services Department. The owner/authorized agent is responsible for verification of all setbacks on the site plan. New installations shall be per manufacturer's specifications. Reset installations shall comply with the 2004 Idaho Manufactured Home Installation Standards. Building permits are required for the construction of decks (30 inches or more above finished grade), steps (four risers or more), stairways, awnings or accessory buildings. A Certificate of Occupancy is required prior to occupancy of the dwelling.

Owner/Authorized Agent _____ Date _____

Staff to complete:

Submittal Date: _____ Plan Review Fee: _____ Accepted By: _____

Revised 12/30/14



CITY OF COEUR D'ALENE Manufactured Home Setting Permit Submittal Minimums

- ☐ 1. Completed Building and Mechanical applications, indicate if it is a single, double, or triple wide. Provide the description and value of work.
- ☐ 2. Provide the Manufactured Home Installer's State of Idaho license number and expiration date or if applicable, complete the registration exemption form.
- ☐ 3. One set of plans drawn to ¼" scale, submitted in pdf format electronically.
- ☐ 4. If this is a reset, a floor plan of the dwelling showing all smoke detector locations.
- ☐ 5. If being set in a manufactured home park, provide the name of the park _____
- ☐ 6. If being set on a private lot provide the zoning
*If being set on a private lot that is zoned other than MH-8, you must check with the Planning Department for additional requirements as well as Water and Wastewater for additional fees.
- ☐ 7. Show all porch and deck dimensions and heights.
- ☐ 8. Provide an accurate site plan with dimensions to all property lines and/or accessory structures. Indicate the utility box location on the site plan.
- ☐ 9. The skirting must be left open in areas of the perimeter to assist the inspector with the required inspections.
- ☐ 10. Provide verification the roof is designed for a 40 pound roof snow load.
- ☐ 11. A separate water and sewer permit is required for the mobile home hook-up. This work can be performed by the installer if they have a specialty plumbing license with the State of Idaho or by a City licensed drain layer. It can also be issued to the homeowner if they are performing their own work.
- ☐ 12. If there is gas work involved, you must have a State of Idaho licensed mechanical contractor.
- ☐ 13. A separate electrical permit is required to be issued to your State of Idaho licensed contractor. It can be issued to the homeowner if they are performing their own work. These are issued by the State of Idaho Department of Building Safety, Electrical Bureau.
- ☐ 14. If this is mobile to real property you must submit a foundation plan with cross sections of footings, pads, walls, reinforcement, anchor bolts and sill plates-refer to the 2004 Idaho Manufactured Home Installation Standard for details.
- ☐ 15. **Mobile to Real Property:** Additional requirements may apply. You must contact the Kootenai County Assessor's Office for the proper form. This form is required to be on-site and provided to the building inspector at the time of inspection.
- ☐ 16. If engineering is required, it shall be designed by an engineer licensed in the State of Idaho.

Completed By

Date



CITY OF COEUR D'ALENE Mechanical Permit Application

Use of building: ☐ Commercial ☐ Residential

Job Address: _____

Owner: _____

Address: _____

City/Zip: _____

Phone: _____

Fax: _____ E-Mail _____

Mech Contractor: _____

Address: _____

City/Zip: _____

Phone: _____ Lic. # _____ Exp Date _____

Fax: _____ E-Mail _____

Describe work:	<input type="checkbox"/> NONE/NO MECHANICAL WORK

Mechanical Requirements:
• ACCA Manuals J and D worksheets
• Plan showing locations, sizes & specific fittings of system
• Manufacturer's data sheets for proposed HVAC appliances
• Tutorial available at http://www.acca.org/speedsheet
• Software available for purchase at http://www.acca.org/store
• ResCheck/ComCheck see www.energycodes.gov/

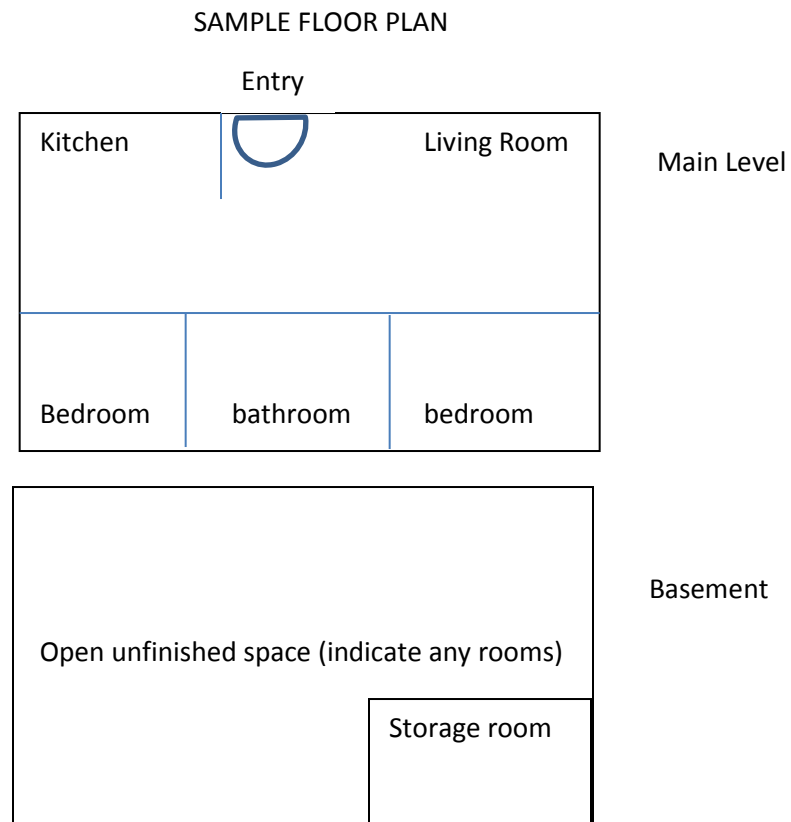
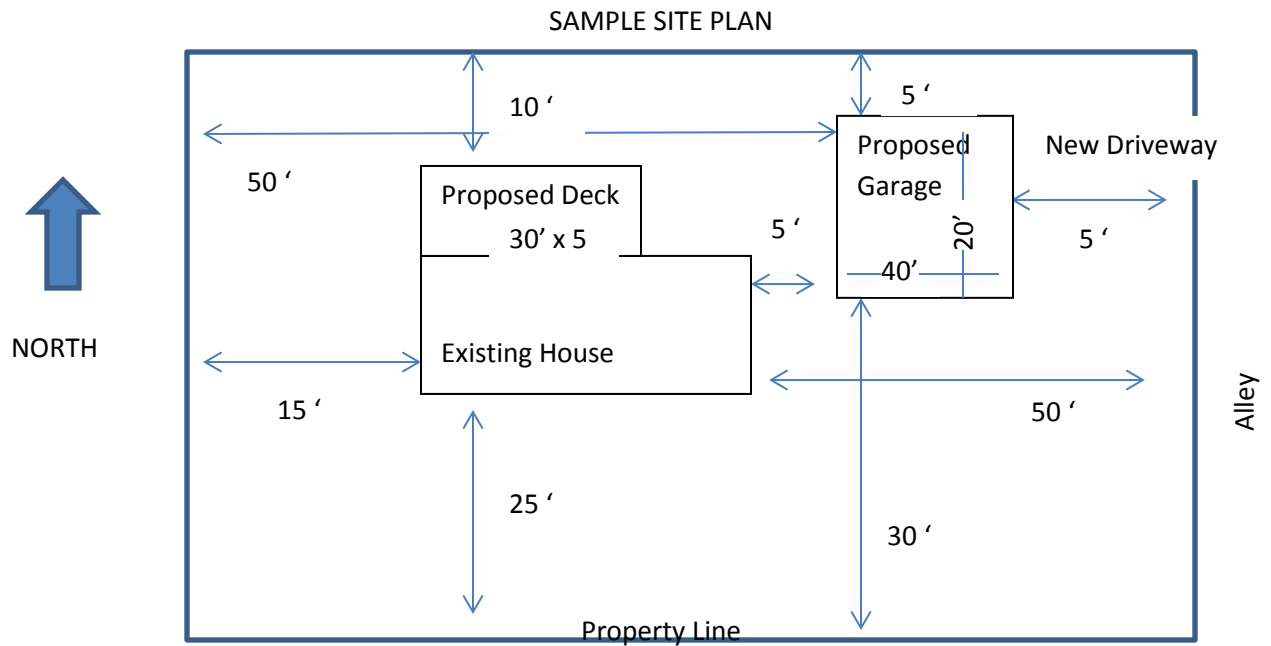
Description of Item	# of items	Fee	Totals
Processing Fee	1	\$ 35	\$ 35
Air Handler < 10,000 CFM		x 12	
Air Handler > 10,000 CFM		x 20	
Ductwork (any)		x 8	
Boiler/Refrig 1-100M BTU		x 16	
Boiler/Refrig 100-500M BTU		x 29	
Boiler/Refrig 501-1000M BTU		x 40	
Boiler/Refrig 1,001-1750M BTU		x 59	
Boiler/Refrig > 1750M BTU		x 98	
Clothes Dryer		x 16	
Electric Furnace		x 16	
Evaporative Coolers		x 12	
Gas Equipment < 100,000 BTU		x 16	
Gas Equipment > 100,000 BTU		x 20	
Gas Log		x 16	
Gas Piping (each outlet)		x 2	
Gas Water Heater Venting		x 8	
Heat Pump & A/C 0-3 tons		x 16	
Heat Pump & A/C 4-15 tons		x 29	
Heat Pump & A/C 16-30 tons		x 40	
Heat Pump & A/C 31-50 tons		x 59	
Heat Pump & A/C > 50 tons		x 98	
Miscellaneous (not covered elsewhere)		x 26	
Manufactured Home Gas Hook-up		x 16	
Range (Gas)		x 16	
Radiant Heat (# of Items equals zones)		x 8	
Type I Hood (per 12' or portion thereof)		x 12	
Type II Hood (Typical Residential)		x 12	
VAV Units/Duct Heater		x 8	
Ventilating Fans		x 8	
Gas Insert		x 20	
Fireplace Insert		x 20	
Woodstove		x 20	
Water Heater			
Specialty Plumbing Contractor Lic. #: _____		x 8	

Signature _____

Date _____

TOTAL PERMIT FEE

\$ _____





BUILDING PERMIT ADDENDUM – CONTRACTOR REGISTRATION EXEMPTION DECLARATION

Effective immediately the City of Coeur d'Alene **will not accept a building permit application** unless the applicant provides proof of contractor registration as required by Idaho Code 54-5209 or is exempt from the registration requirement.

This requirement can be satisfied in one of the following ways:

- Enter your current Idaho Contractor's Registration number and expiration date on the face of the application and attach a copy of your registration card or other documentation from the Contractor Board establishing that you are currently registered.
 - Complete the following addendum by indicating that you are exempt from the registration as provided by Idaho Code 54- 5205. **In order to complete the addendum you must identify the basis for your exempt status including a reference to the Idaho Code subsection creating the exemption.**
-

I certify, under penalty of perjury, that I am exempt from the contractor registration requirement of I.C. 54-5209. I am exempt because _____, which is established as an exemption by I. C. 54-5205 _____.

I understand that acting in the capacity of a contractor within the meaning of Idaho Code Chapter 54 Title 52 without a current registration with the Idaho Bureau of Occupation Licenses or without being exempt as defined by Idaho Code 54-5205, is a misdemeanor punishable by a fine not to exceed one thousand dollars (\$1,000) or by imprisonment in the county jail for a term not to exceed six months, or both.

Name: (Please Print) _____

Signature: _____ Date: _____

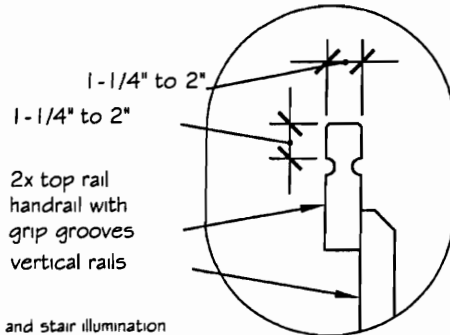


Manufactured Housing (Residential) Landing and Stair Requirements

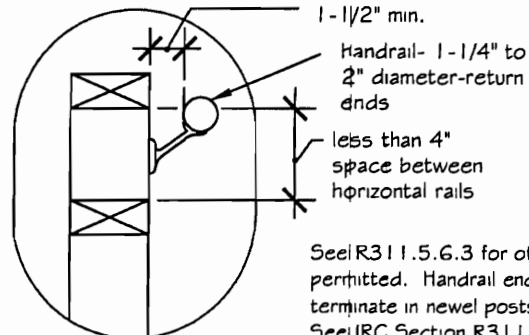
A 3 ft. x 3 ft. landing is required at both exits.

Anything larger requires a separate building permit.

Typical Landing, Stairs, and Railing



A Stair handrail



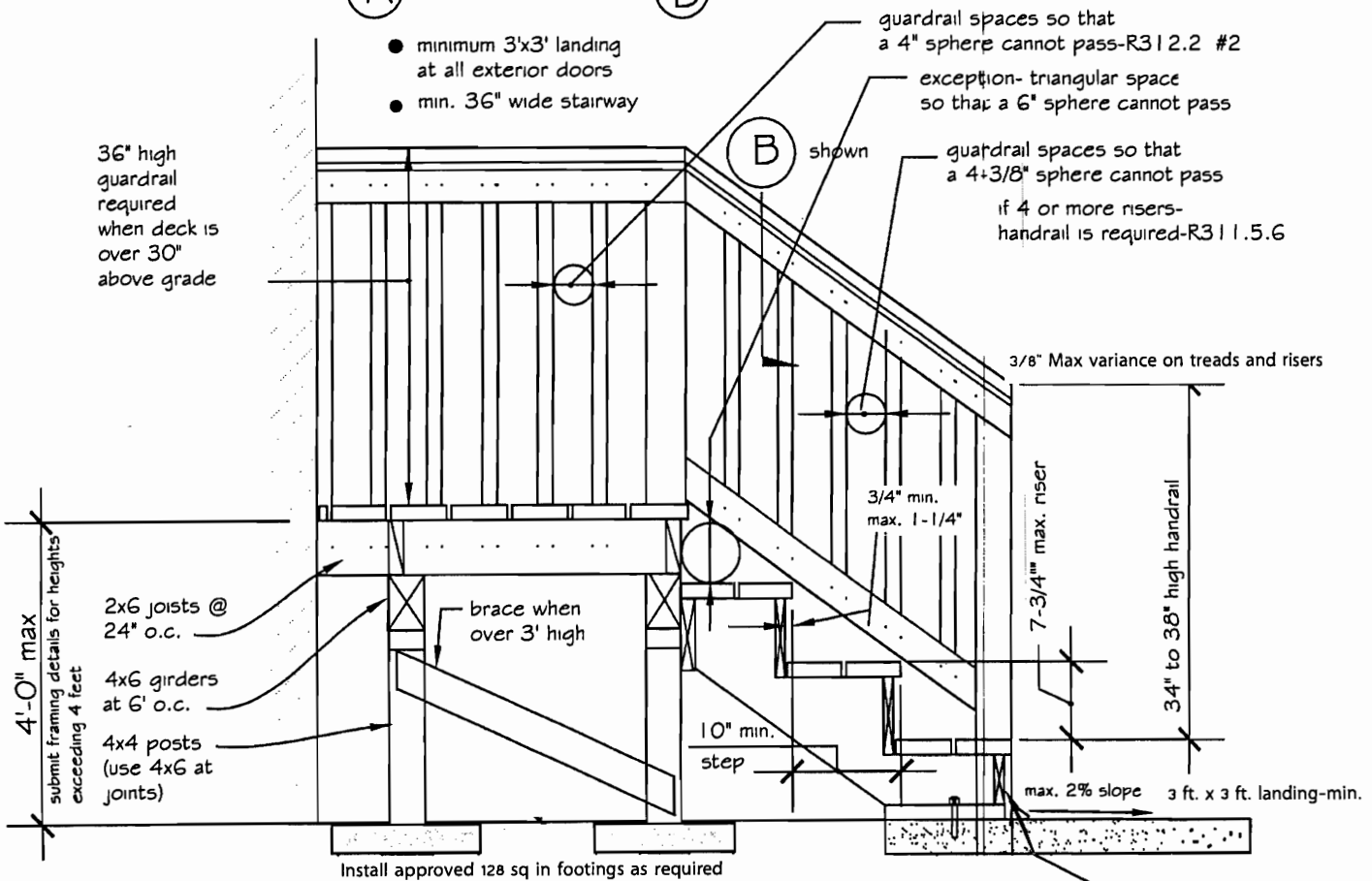
B Stair handrail

* Landing and stair illumination is required per R303.6

See R311.5.6.3 for other handrail shapes permitted. Handrail ends shall be returned or terminate in newel posts or safety terminals. See IRC Section R311.5.6.2.

- minimum 3'x3' landing at all exterior doors
- min. 36" wide stairway

36" high guardrail required when deck is over 30" above grade



All exterior landing and components exposed to the weather must utilize decay-resistant wood such as heartwood of redwood, black locust, cedars or pressure-treated wood in accordance with International Residential Code Section R319.1.

opening between treads does not permit passage of 4" sphere- not limited if total rise is less than 30 inches. R311.5.3.3