



Valley County Building Department
Office: (208) 382-7114
219 N. Main | PO Box 1350
Cascade, ID 83611

CHECKLIST MANUFACTURED HOMES APPLICATION

What to bring in to apply for your building permit:

- Completed Application
- 2 copies of the drawings provided by your manufactured home dealer. These will include a floor plan, elevations showing what all four sides of the home look like, concrete plans stamped by an engineer with an Idaho stamp, and the page of sales order that shows the roof snow load the home was engineered to.
- 2 copies of a site plan

Other supporting paperwork we'll need for issuance:

- Sewer or septic permit, or letter of approval or Accessory Use Authorization from North Lake Recreation Sewer and Water District or Central District Health Department
- Approval from Valley County Road Department (even if your driveway is existing, we ask that you call the Road Department because we need their approval in writing to issue your building permit) Their phone number is (208) 382-7195
- a letter of approval from your HOA or Architectural Review Committee, if there is an active HOA in your area
- site plan showing outdoor lighting (include location, height, and type)

What we are looking for on the drawings provided by the dealer:

- Roof Snow Load (non-reducible) 120 lbs psf OR 150 lbs psf
- Engineer's stamp on the concrete plans
- Pages should NOT say "preliminary" or "not for construction"
- Applicant's name and building site address should appear on pages
- Elevations will show all 4 sides of the home

General information:

- a. The set fee is \$150 for a single wide + \$50 for each additional section
- b. If concrete foundation is used, concrete fee is per square foot of foundation.
- c. Plan Fee is 35% of concrete fee
- d. This checklist is for manufactured homes built after 1976. For older mobile homes, please contact the DOPL in Boise for information on rehabilitation requirements.
- e. For information on adding decks, snow roofs, moving your manufactured home, or other information, please contact the Valley County Building Department.