



BLAINE COUNTY BUILDING SERVICES

**BUILDING PERMIT APPLICATION FOR MANUFACTURED HOME**

**CALL BEFORE YOU DIG! 1-800-342-1585**

**Two sets of stamped** engineered plans will be required to verify roof live load. The structural design of the foundation must conform to Blaine County Code, Title 7, and Manufacturer specifications for permanent perimeter concrete footings stem walls and tie-downs and Idaho Manufactured Homes Installation Standards. Non-HUD units manufactured prior to **June 15, 1976, are subject to rehabilitation criteria.** All Blaine County Building Permits are subject to Zoning Review prior issuance. Please review the Manufactured Home checklist.

**Permit Application Number** \_\_\_\_\_

|                                   |  |                    |                           |
|-----------------------------------|--|--------------------|---------------------------|
| <b>Contact Person &amp; Owner</b> | Contact Person   | Phone              | Email Address             |
|                                   | Property Owner Name &Phone   | Mailing Address    | Email Address             |
| <b>Contractor</b>                 | Name   | Mailing Address    | Phone                     |
|                                   | Company Name   | Registration #     | Email                     |
| <b>Manufacture Home Company</b>   | Name   | Mailing Address    | Phone                     |
|                                   | Serial # of Manufactured Home  | Model #            | Date of Manufactured      |
| <b>Installer</b>                  | Name   | Address            |                           |
|                                   | Phone  | License #          |                           |
| <b>Property Information</b>       | Job Site Address   | Parcel #           |                           |
|                                   | Subdivision  | Lot #              | Block #                   |
| <b>Class Of Works:</b>            | <b>Zone</b>  | <b>Square Feet</b> | <b>Project Value</b>      |
| New _____                         | In a Floodplain<br>Yes <input type="radio"/> No <input type="radio"/>              | Living _____       | Foundation Only _____     |
| Move _____                        | Within the Building Envelope<br>Yes <input type="radio"/> No <input type="radio"/> | Garage _____       | Foundation & Garage _____ |
|                                   |  | Total _____        |                           |

**South Central Public Health Dist. Approval**

Permit # \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Road Access Approval**

State Access Permit # \_\_\_\_\_ County Access Permit # \_\_\_\_\_

**Fire District**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**ACKNOWLEDGMENT:**

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED HAS NOT COMMENCED WITHIN 180 DAYS.  
EXTENSION OF THIS PERMIT MAY BE GRANTED PER BLAINE COUNTY CODE. FINAL INSPECTIONS ARE REQUIRED; CERTIFICATE OF OCCUPANCY IS REQUIRED PURSUANT TO BUILDING CODE. I HEREEBY CERIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND ALL ASSOCIATED PLANS AND INFORMATION, AND KNOW THE SAME TO BE TRUE, CORRECT, AND COMPLETE REPRESENTATION OF THE PROPOSED PROJECT. I ALSO HEREBY AUTHORIZE BLAINE COUNTY LAND USE AND BUIOLDING SERVICES TO ENTER THIS PROPERTY FOR ALL RELEVANT INSPECTIONS ALLOWED PURSUANT TO THE BLAINE COUNTY BUIDINFG

CODE: ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS GOVERNING THIS PROJECT SHALL BE COMPLIED WITH WHETHER SPECIFIED

HEREN OR NOT: INCLUDING DUST CONTROL ON YOUR PROJECT, LIENS MAY BE TUILIZED FOR COMPLIANCE ISSUES RELATED TO BLAINE COUNTY CODE.

**CONTRACTOR/AUTHORIZED AGENT:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

|  |                                       |       |                  |                 |
|--|---------------------------------------|-------|------------------|-----------------|
| <b>Internal Use Only</b>                           | Special Requirements of the permit:   | _____ |                  |                 |
|  | Permit Fee:                           | \$    | _____            |                 |
|  | Plan Check                            | \$    | _____            |                 |
|  | Fire Department Plan Check:           | \$    | _____            |                 |
|  | Special Assessment:                   | \$    | _____            |                 |
|  | Final Inspection Deposit(refundable): | \$    | _____            |                 |
|  | Bond/Mound Deposit (refundable):      | \$    | Amt. Paid: _____ | Date Paid _____ |
|  | Total                                 | \$    | Date Paid: _____ | Receipt # _____ |
| Application Approval: Building Official Signature: |                                       |       |                  |                 |
| Signature _____ Date _____                         |                                       |       |                  |                 |



## BLAINE COUNTY BUILDING SERVICES

### Manufactured Home Building Permit Application Checklist

Before you apply, be sure that your plans will meet zoning requirements. All building permit applications will receive zoning review **PRIOR** to structural review. If there is a zoning issue, the application will not continue on into the Building department. To expedite your application, zoning questions should be addressed **PRIOR** to applying for a building permit.



#### COMPLETED APPLICATION FORM must include:

- Complete the application form**
- Name **AND** mailing address of owner, foundation contractor with address, phone and fax, Home Company (i.e. Fleetwood, Kit, etc.) with address, phone and fax. Salesperson name is helpful.
- Smoke Detectors** (battery operated) are required in all sleeping rooms
- Snow loads** for your location \_\_\_\_\_ are \_\_\_\_\_. **Advise your manufacturer.** \_\_\_\_\_ (date and initials) Blaine County staff.
- Copy of a purchase order** or documentation that reflects the **snow load ordered** and truss specifications from the manufacturer to support the ordered snow load
- Site address** - get from Assessor's Office
- Parcel Number** - get this from the Assessor's office, too.
- Zone** - R-2.5, R-5, A-10 A-20 etc. Do you need other **Zoning approval**? If you're not sure check with Zoning Department
- Class of work** - Is this a new home, a used home that is being moved and/or is a garage included?
- VALUE**, is the cost of the foundation and set up fee and/or garage.
- Include a **copy** of septic permit with this application
- Road access permit** - if there is not an existing access a permit must be obtained. If property is accessed from a private road permit is not required.
- Fire Department** approval with Chief signature is required. Check to see what Fire District you are in. There are 5 Districts, Ketchum (Rich Bauer, Fire Chief 726-7805), Wood River (Mike Baledge, Fire Chief, 788-5577), Smiley Creek Rural Fire District (Scott Williams 774.2257), and Carey Rural (Richard Kimball 208-720-2076).
- Date of manufacture** of your home must be included on application form.  
**Caution**-If manufactured home was built *prior to June 15, 1976*, then it must be rehabilitated and certified for placement per State of Idaho Department of Building Safety. Contact the Building Department for additional information.
- Outdoor Lighting Checklist** – Shall comply to the updated standards, including, but not limited to: (Refer to [§ 9-29A-4](#) for all applicable standards)



#### THE PLANS must include:

- 2 full CONSTRUCTION sets for the foundation must include:**
  - tie down type and spacing,
  - rebar specs for footings and stem walls,
  - pier support placement and types. **All plans from manufacturer MUST reflect pier supports specific to the snow load, i.e. the higher the snow load, the closer the piers may be placed. Manufacturer specifications must be supplied.**
  - basement egress if applicable
  - waterproofing
  - retaining walls - must be engineered over 4' tall as measured from bottom of footing.

- RAMADA ROOF COVERING:** If your home cannot meet the required snow load for the area you want it to be placed, you must provide a roof covering or ramada which is engineered to meet the snow load requirements ranging from 50 to 150 pounds per square foot roof load. In that event, you must provide complete engineered structural plans for the ramada with this application. Submittal requirements are listed below.
- Site plan showing set backs with scale**
  - drainage plan - this is VERY important to a manufactured home
  - soils report If applicable
  - power transmission line clearances approved by Idaho Power
  - other structures on the property
  - access for fire department
  - Flood zones, wetlands, or elevations for hillside review
  - Elevations for all sides of structure to scale**
  - Floor plan of each floor, including basement, with labeled usage**
  - Electric Power Meter Base** shall be located on the exterior per Idaho Power Company or your local power provider's standards. Contact your provider for details.



**IF A GARAGE OR RAMADA IS BEING APPLIED FOR YOU MUST SUBMIT:**

- Foundation plan**
  - Required to show wind and seismic hold down placement or statement from engineer that hold downs are not required.
  - Include lateral calculations prepared by engineer
- Framing plan**
  - Grade and species of lumber
  - All connections to foundation, especially at posts or columns
  - Show hangers, headers, straps, etc.
  - Shear wall locations and nailing patterns
  - garage side wall panels at opening minimum 2' 8"
- Roof framing must include**
  - Out-rigger details
  - Over framing details, if applicable
  - Truss blocking and stamped truss specifications
  - Roofing materials

**Complete plans will expedite your project through the permit process. Deferred submittals are subject to a 100% plan check fee in addition to the original plan check fee in accordance to Blaine County Code.**

**ALLOW 4 WEEKS**

for building permits to be issued during busiest building season - March through October.  
Proposed use of non-approved, or alternative building products may take longer.

219 1<sup>st</sup> Avenue South, Suite 208, Hailey, Idaho 83333 (208) 788-5573 FAX (208) 788-5576



**RESOURCES FOR OBTAINING A BLAINE COUNTY BUILDING PERMIT**

**BASIC PROCESS FOR APPROVAL:**

Once a completed building permit application and its supporting information have been received in the Building Department, it goes through an in-house zoning review and Building review. These reviews will be done in the order submitted. Zoning and Building reviews will be conducted simultaneously whenever possible and practical to expedite the permitting process. Full structural and architectural plans must be available for the process to move through review. The more complete the plans, the quicker these reviews can be done.

**\*\*Please note this message from your Fire District:** Fire District approval is required *prior* to submitting the Blaine County building permit application. The Fire Districts *require two (2) complete sets of plans*, one with a wet stamp, with the completed building permit application for project review. One (1) set of plans will be stamped and returned to you with the signed building permit application upon completion of review. *Allow 3 – 14 working days for completion* from your Fire Department.

**HELPFUL SUGGESTIONS:**

- ❖ Thoroughly read the informational brochure. Ask questions about things you may not understand.
- ❖ Submit a completed application following the checklist attached to this application.
- ❖ **Plan ahead.** Be sure to allow appropriate time for plan review prior to issuance.

**Helpful Phone numbers:**

|   |                              |                              |                 |              |
|---|------------------------------|------------------------------|-----------------|--------------|
| Building Department: Jeff Giese, David Farrell & Tina Lewis | 208- 788-5573                | Road and Bridge              | Steve Thompson  | 208-720-7502 |
| Assessor's Office   | 208-788-5535                 | Planning and Zoning          | Sonia Lopez     | 208-788-5570 |
| Wood River Fire Dist.                                       | Mike Elle 208-578-6453       | South Central Heath District |                 | 208-737-5900 |
| North Blaine County Fire District                           | Rich Bauer 208-720-0323      | Blaine County Commissioners  | Jenny Lovell    | 208-788-5500 |
| Carey Fire District   | Richard Kimball 208-720-2076 | West Magic Fire District     | Don Hartman     | 208-487-2571 |
| State Plumbing Inspector                                    | Joel Steen 208-358-3506      | Smiley Creek Fire District   | Dave Tengesdal  | 208-833-2603 |
| State Electrical Inspector;                                 | Steve Greene 208-420-7409    | IDWR                         | Nathan Erickson | 208-736-3033 |
| State HVAC:   | Shane McDaniel 208-615-3977  | D.E.Q. - Air Quality Officer | Steve VanZandt  | 208-736-2190 |

**Engineering Requirements:** The following Blaine County design MINIMUM loads must be stated in your plans on an engineering specification page, stamped by the design professional; either an Idaho State Licensed Architect or an Idaho State Licensed Professional or Structural Engineer.

**Foundation:** Footing shall be placed a minimum 32" below grade measured to the bottom of the footing. Overall foundation dimension shall be a **minimum** 36" from bottom of footing to top of stem wall. Site specific soils may require additional frost depth.

**Roof: Snow LIVE load requirements are as follows:**

|  |         |
|--|---------|
| a) North Fork to Smiley Creek                                  | 150 PSF |
| b) North of Ketchum to North Fork                              | 125 PSF |
| c) West of Ketchum to western end of platted Lower Board Ranch | 110 PSF |
| d) West of western end of platted Lower Board Ranch            | 125 PSF |
| e) East of Triumph   | 125 PSF |
| f) North of Bellevue to south of Ketchum                       | 100 PSF |
| g) Picabo to south of Bellevue                                 | 65 PSF  |
| h) Carey including south and east of Carey                     | 50 PSF  |

**Seismic:** Refer to Section Chapter 16) of the 2018 IBC amended by Blaine County Code to include 35% of the flat roof snow load.

**Wind Load:** Refer to Section 1609 of the 2018 IBC section R301.2.1.1, 115 mph for residential & 115 mph for commercial projects.

**Exterior Residential Balconies/Decks:** Uniform load (p.s.f.) shall be equal to the roof live snow load when exposed to snow loading or Table 1607.1, whichever is greater.

**Special Natural Hazards:** Understanding that certain natural hazards exist in the jurisdiction, including, but not limited to avalanche areas, debris flows, earthquake, floodplain, snow loads, wild fire, wind exposure and soil quantities, site specific surveys and related engineering may be deemed appropriate by the authority having jurisdiction.

*For further information, a copy of Blaine County Code, Title 7, Chapter 1, Building Code, can be obtained from the Building Department or accessed on the Blaine County Website [www.blainecounty.org](http://www.blainecounty.org) and you may contact the Building Department at 208-788-5573.*

**Other Permits:** To acquire a building permit, other permits may be necessary prior to or in addition to you building permit. These permits are your responsibility to obtain. Phone numbers are included in the above list. Those permits may include, but are not limited to:

- ❖ Road Access Permit from Blaine County Road and Bridge
- ❖ Plumbing Permit from the State of Idaho Plumbing Inspector
- ❖ HVAC Permit from the State of Idaho Plumbing Inspector
- ❖ Electrical Permit from State of Idaho Electrical Inspector
- ❖ Septic Permit from South Central Health District
- ❖ Fire Sprinkler, hydrant, or cistern permit from the applicable Fire District
- ❖ Appropriate Zoning Permits if necessary, i.e. Conditional Use Permits, Variances, etc.

**A BUILDING PERMIT MUST BE OBTAINED PRIOR TO COMMENCEMENT OF CONSTRUCTION, EXCAVATION CONSTITUTES START OF CONSTRUCTION. VIOLATIONS WILL BE ENFORCED IN ACCORDANCE WITH BLAINE COUNTY CODE SECTION 7-1-5. THE BUILDING DEPARTMENT IS HERE TO ASSIST YOU. PLEASE CALL US WITH ANY QUESTIONS AT 208-788-5573.**



# Outdoor Lighting Compliance Checklist

Applications for building permit, conditional use permit, recreation development, plat amendment, subdivision, or special use permits shall include the following:

## Submittal Requirements

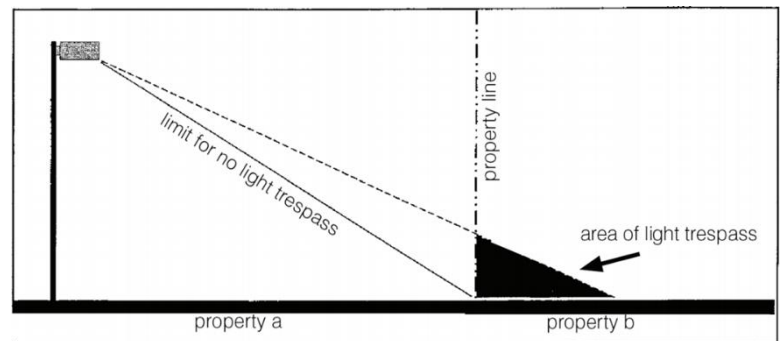
Please submit a lighting plan that includes the following:

- A site plan indicating the location of all outdoor light fixtures, both proposed and existing on the site.
- Information on each fixture, including the product name, quantity, proposed height, and kelvins (color of bulb/lamp.) Include as much information as possible.
- A photo of each existing fixture. A manufacturer's "cutsheet"/"spec sheet" is required for all new lighting.

## Design Standards

Any outdoor lighting, existing or proposed, shall comply with the updated design standards, including, but not limited to: (Refer to [§9-29A-4](#) for all applicable standards)

- Any light source shall be downcast and fully shielded. Partially shielded (semi-opaque/frosted glass) fixtures are prohibited. Refer to page 2 of this document for examples.
- Fixtures shall be mounted so that no light is emitted above the horizontal plane of the fixture.
- Bulbs/Lamps shall not exceed 3,000 kelvin (color temperature.) Refer to bulb packaging.
- Except for down-lighting within soffits, freestanding residential light fixtures shall not exceed 12' in height.
- All light fixtures, including security lighting, shall be aimed and shielded so that the direct illumination shall be confined to the property boundaries of the source. See right diagram.
- All nonessential outdoor commercial, recreational, and residential lighting shall be turned off after business hours and/or when not in use. Sensor activated lights on a timer shall be used to replace existing lighting that is desired for security purposes.
- Any change to an approved lighting plan must obtain prior county approval.



X

Owner/Authorized Agent Signature

Date

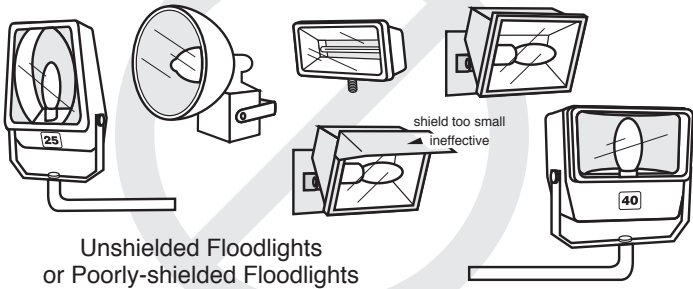
I hereby attest that all exterior lighting is included in the lighting plan.

|                                   |              |
|-----------------------------------|--------------|
| Permit #: _____<br>Address: _____ | Staff Notes: |
|-----------------------------------|--------------|

# Examples of Acceptable & Unacceptable Lighting Fixtures

## Unacceptable/Not Compliant

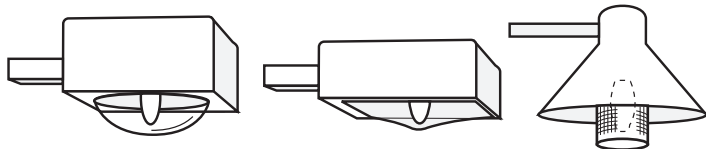
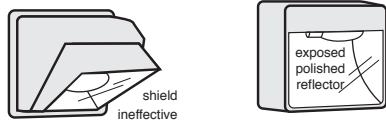
Fixtures that produce glare and light trespass



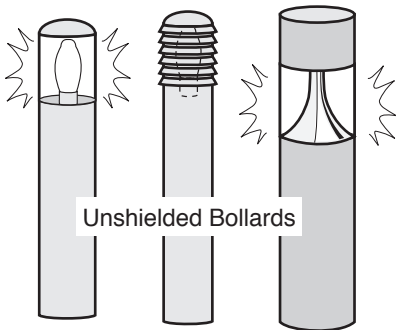
Unshielded Floodlights or Poorly-shielded Floodlights



Unshielded Wallpacks & Unshielded or Poorly-shielded Wall Mount Fixtures



Drop-Lens & Sag-Lens Fixtures w/ exposed bulb / refractor lens

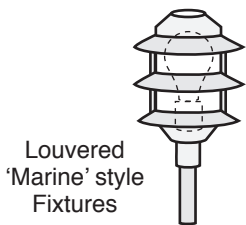
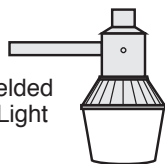


Unshielded Streetlight

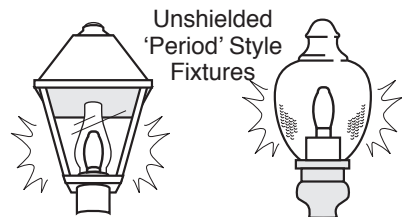
Unshielded Bollards



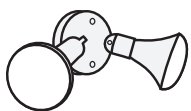
Unshielded Barn Light



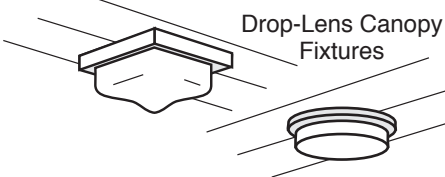
Louvered 'Marine' style Fixtures



Unshielded 'Period' Style Fixtures



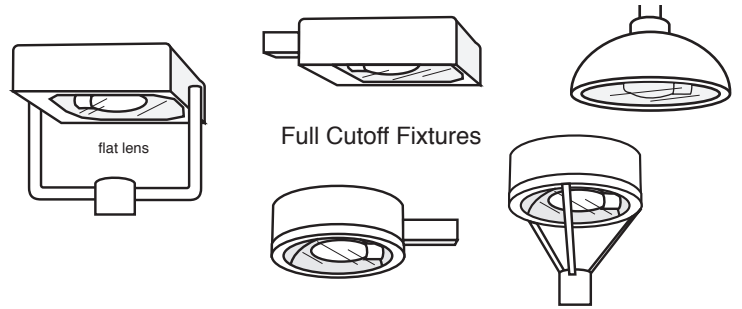
Unshielded PAR Floodlights



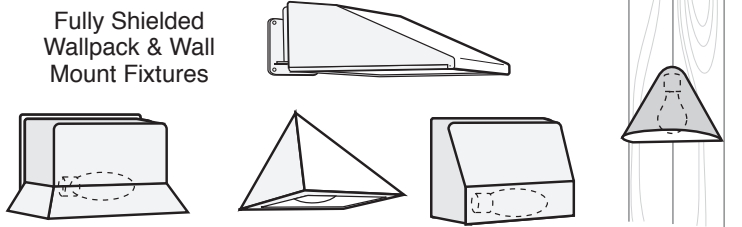
Drop-Lens Canopy Fixtures

## Acceptable/Compliant

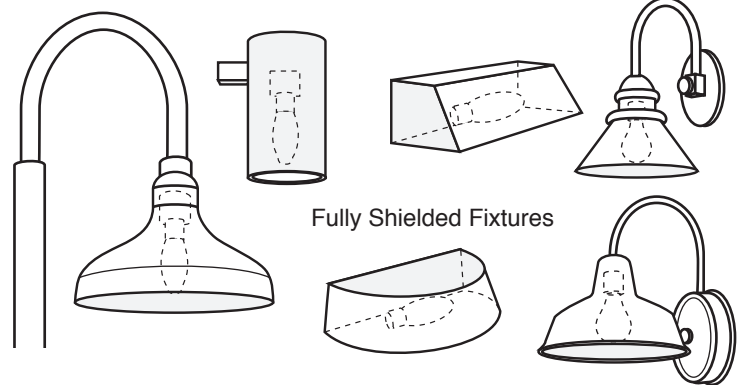
Fixtures that shield the light source to minimize glare and light trespass and to facilitate better vision at night



Full Cutoff Fixtures



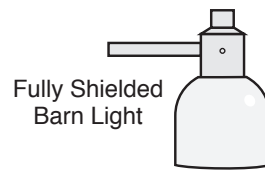
Fully Shielded Wallpack & Wall Mount Fixtures



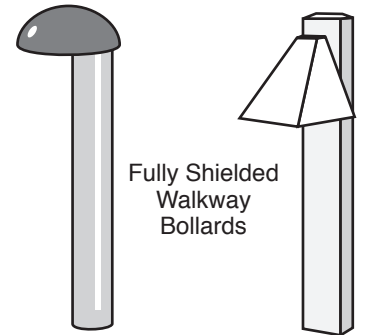
Fully Shielded Fixtures



Full Cutoff Streetlight



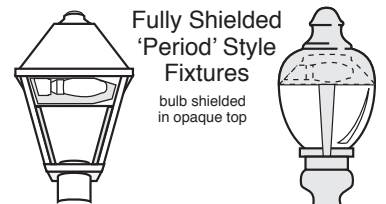
Fully Shielded Barn Light



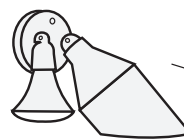
Fully Shielded Walkway Bollards



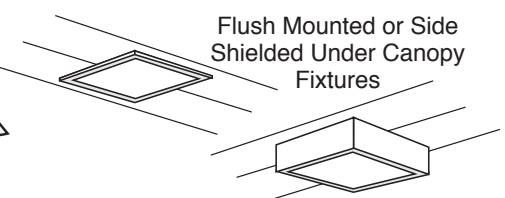
Fully Shielded Decorative Fixtures



Fully Shielded 'Period' Style Fixtures



Shielded / Properly-aimed PAR Floodlights



Flush Mounted or Side Shielded Under Canopy Fixtures