
RESIDENTIAL MANUFACTURED HOME/ RESIDENTIAL MOBILE HOME

SUBMITTAL CHECKLIST AND STANDARDS

SUBMITTAL CHECKLIST

Drawings:

- **Site Plan** – Must show the location of the structure on the site and any existing structures, dimensional setbacks from the back of sidewalk to the new structure or a note stating setbacks are measured from the back of sidewalk, dimensional width of driveway and any proposed or existing fence.
- **Foundation Plan for USED/RELOCATED Units** – Must include the type of foundation system with a drawing and details (including concrete footings, piers, sizes, locations, reinforcement, engineered tie down w/placement) or foundation design (block and tie or standard) either engineered or per Idaho State installation standard.
- **Foundation Plan for NEW Units** – Must be installed in accordance with the manufacturers' approved installation instructions.
 - A copy of the manufacturer's installation instructions is required to be uploaded to the documents folder.
- **Floor Plan** – All rooms and areas must be easily identified with labels and clear dimensions, and ceiling heights.
- **Stairs, Landings, Handrails and Guards** – Drawings must include exterior landing (locations, sizes and construction details) and exterior stair details (tread, riser, handrail and guard requirements).

Documents:

- **Idaho State Insignia Number** (tag number) – Must provide an image of the insignia number. This can be found on the front plate on the right corner.

INFORMATION PROVIDED BY IDAHO DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES

Mobile Home: is a structure built prior to June 15, 1976.

Manufactured Home: is a structure constructed after June 15, 1976, built according to the Federal Manufactured Housing and Safety Standards Act ([HUD Code](#)). A manufactured home is for residential use only. Manufactured Homes (HUD) are regulated under the preemptive construction standards established by states and local governments. For an expanded definition of a manufactured home (*i.e.*, length, size, chassis or foundation and utility requirements), see [I.C. §39-4105](#).

Modular Building: is any building, other than a manufactured or mobile home, that is of closed construction and is either entirely or substantially prefabricated or assembled at a place other than the building site. Modular buildings are built for residential or commercial use and the construction is regulated by the codes adopted by the state.

For information, please see the FAQ for [Idaho Building Code Board & Factory Built Structures Board](#).

SUBMITTAL STANDARDS AND FILE NAMING REQUIREMENTS

All drawing sheets must be submitted:

- In a PDF format
- In landscape format in the horizontal position
- With a space reserved in the upper left corner for City Approval stamps
- Drawn to scale with each sheet stating the scale
- As individual sheets
- With a file name allowing for easy identification of the drawing content.
Example: CS – Cover Sheet; SP1 – Site Plan; S4.0 – Structural Roof Framing; E2.0 – Electrical Schedule
- As print ready, *i.e.* setup properly for printing with title block, no data outside the print page area, etc.

All documents (non-drawing files) must be submitted:

- As searchable PDF files
- With the stamp of an Idaho Licensed Engineer for structural calculations and geotechnical investigation reports

