

CITY OF PRIEST RIVER
County of Bonner
MANUFACTURED HOME PERMIT APPLICATION PROCEDURES

STEP #1

PLANNING AND ZONING REQUIREMENTS:

1. Recorded copy of your warranty deed or lease agreement, showing your name and legal description.
2. Compliance with (a) Zoning (b) Subdivision (c) Stormwater (d) Floodplain regulations.
3. Complete the plot plan as directed on the form provided. Show all setbacks from structure to property lines.
(A survey may be required to verify setbacks). **Property owner or agent must mark property lines and show where survey pins are located.**
4. A stormwater plan must be filed if your building site is within 300 feet of any surface water, or a slope of 15% or greater.

STEP #2

BEFORE THE APPLICATION IS ACCEPTED, THE FOLLOWING APPROVALS MUST BE OBTAINED:

1. Water and sewer approval with signature on the application from:
- City of Priest River, 552 High Street, Priest River, ID 83856, (208) 448-2123
2. Other approvals may be required (ITD, EPA, DEQ, Fire Department, City, etc.).

STEP #3

BUILDING AND SAFETY REQUIREMENTS:

1. You will need all of the above signatures or approval letters before you turn in your application.
2. Make sure all non-shaded areas of the application are complete.
3. Provide clear directions to the building site.
4. After reading the notice at the bottom of the permit page, please sign & print your name and date the application.
5. New manufactured home shall be installed in accordance with the manufactures' installation instructions. Owner shall supply a copy of the installation instructions at the time of permit submittal. Manufactured homes that have been subsequently moved from their original installation shall be installed in accordance with the Idaho Manufactured Home Installation Standard, current edition.
6. A signed & dated **SNOW LOAD DISCLOSURE FORM** must be submitted with Manufactured Home Placement Application.
7. If your home will have a deck, an attached carport, a roof over the structure, or an addition of any kind you will need **TWO (2) 11x17 complete sets of construction plans drawn to scale showing the following information: Full size sets may be required if 11x17 aren't legible.**
8.
 - Elevations of all sides of the structure.
 - Floor plans of all floor level, showing location of smoke detectors, size and location of windows and doors.
 - Footing and Foundation details (**show sizes and rebar schedules**).
 - Complete framing details showing all structural components (**header and beam sizes, window schedules & Insulation R-Values are required on all plans**).
 - Typical cross-section of the structure showing elevations of the interior.
 - Roof details/truss specifications – (**indicate size, spacing, and direction of rafters, or provide engineered or manufactured truss specifications**).
 - Dimensions must be clearly indicated on the plans
 - Plans for **Commercial, Industrial, Public, and all Pole Buildings** must be stamped by an Idaho Licensed Design Professional.
 - **NOTE:** One set of the approved plans will be stamped by our department, and **MUST remain on the job site at all times.**
9. Your application will be reviewed for compliance with Local, State, and Federal codes, as well as a city-approved Stormwater Management Plan. (Corrections may need to be completed prior to final approval).
10. An Energizing Permit allowing connection of electricity to the building will be issued after a completed manufactured home permit is filed with the city.
11. A Development Permit will be required if your parcel of land is located in a Floodplain and/or Floodway. (For structures located in a Floodway, an Idaho licensed architect or engineer must design the foundation).
12. **Return completed application and required approvals and information to the City of Priest River.**
*******INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED*******

STEP #4

STATE REQUIREMENTS:

1. State and Electrical, Mechanical and Plumbing Permits are required. For more information, contact the Idaho Division of Occupational and Professional Licenses, (208) 332-4700.

Phone (208) 448-2123
Phone (208) 290-7700
Phone (208) 263-4160

City of Priest River, 552 High St., PO Box 415, Priest River, ID 83856
Bryan Quayle, Priest River Planning & Zoning Administrator
James A. Sewell and Associates, LLC, 1319 N Division Ave, Sandpoint, ID 83864

Fax (208) 448-2232

CITY OF PRIEST RIVER

SETBACK REQUIREMENTS IN THE R ZONES

ZONE	FRONT YARD	SIDE YARD	SIDE YARD FLANKING	REAR YARD	REAR YARD ACCESSORY USE
R-1	25'	10'	20'	20'	5'
R-2	15'	5'	15'	15'	5'
R-5	25'	10'	20'	20'	5'

Contact the City of Priest River for setback requirements in all other zones.

- Accessory Buildings are defined as a structure on the same lot and of a nature that is incidental and subordinate to the principal use of structure, such as a single-family residence. Examples are a detached garage or storage shed which are accessory to a single-family residence.

ALL ARCHITECTURAL PROJECTIONS (INCLUDES EAVES, CANOPIES, BALCONIES, CARPORTS, DECKS, COVERED PATIOS, ETC.) SHALL BE CONSIDERED PART OF THE BUILDING AND SHALL NOT PROJECT INTO THE REQUIRED MINIMUM FRONT, SIDE, OR REAR YARD OR WATERFRONT SETBACKS.

Contact the City of Priest River (208) 448-2123 for setback information for fences or other setback and zoning questions.

CITY OF PRIEST RIVER

County of Bonner

RESIDENTIAL ROOF LOADS

For all areas of the **City of Priest River** the **minimum** snow load shall be **50psf roof live load**. It is recommended that the Calculation of Snow Load be determined by the Snow Study of the University of Idaho.

MANUFACTURED HOUSING:

For all areas of the **City of Priest River** the **minimum** snow load shall be **30psf roof live load, plus a protective roof with a snow load of 50psf**. The protective roof covering requirement can be waived if the Manufactured Home was constructed to **50 psf roof live load**.

DEAD LOAD: Is the vertical load due to the weight of all permanent structural and non-structural components of a building; such as walls, floors, roofs and fixed service equipment. The **typical** dead load for dwellings is **12 psf**.

WIND LOAD: Shall be based on basic wind speed of **90 mph**.

EARTHQUAKE LOAD: Shall be based on **Seismic Zone C** of the International Building Code.

Snow Load Disclosure for *Manufactured Home Installation* Permit Applicants

Manufactured housing is to be "constructed" to meet a 30psf roof live load (snow load), in accordance with HUD standards. However, a protective roof covering, meeting the local snow load requirement of 50psf shall be required for homes not constructed for a 55psf roof live load (snow load). The protective roof covering requirement may be waived for homes that were constructed with a minimum of a 50psf roof live load (snow load). Snow loads are not inclusive of any other live or dead loads that may apply.

***Site Specific Snow Load
= Minimum 55psf***

Site Location: _____

Applicant Mailing Address: _____

Applicant Address: _____

Applicant Phone Number: _____

Applicant Signature: _____ **Date:** _____

FOR OFFICE USE ONLY	
City of: PRIEST RIVER	Permit #
Building Official:	Date:

*James A. Sewell & Associates LLC
1319 North Division Ave
Sandpoint, ID 83864
Phone: 208-263-4160
Fax: 208-263-5229*

CITY OF PRIEST RIVER

PLANNING & ZONING
P.O. Box 415
552 High Street Priest River, ID 83856
(208) 448-2123
Fax (208) 448-2232



Valuation of Proposed Project

Permit # _____ **Date:** _____

Applicant Name: _____

Applicant Phone # _____

To whom it may concern;

The project valuation for the proposed project listed above is \$ _____

Sincerely,

Applicant Signature

Date

JAMES A. SEWELL & ASSOCIATES, LLC, BUILDING INSPECTORS FOR:
CITY OF _____, IDAHO

WHITE COPY - BUILDING DEPARTMENT • YELLOW COPY - OWNER • PINK COPY - CITY

**BUILDING PERMIT
PLOT PLAN**

**JAMES A. SEWELL & ASSOCIATES, LLC, BUILDING INSPECTORS FOR:
CITY OF _____,**

OWNER

BUILDING PERMIT #

Draw a map of the site, providing the following information in the space below:

- The boundary lines of the site, including dimensions.
- An arrow indicating direction north.
- All roads - public and private - that provide access to the site.
- All bodies of water, existing drainage systems.
- Proposed structure and its dimensions. All existing structures.
- Distance from all property lines and any bodies of water to architectural projections of structures.
- Parking spaces, accesses and driveways as required by zoning ordinance or special conditions.
- All easements of record (roads, utilities, Army Corps of Engineers, etc.)
- Indicate the building site drainage plan for stormwater control.
- Location of septic tank, leach field and well, if applicable.
- Location of water sewer hook-ups, if applicable.

I / WE CERTIFY THAT THE PROPOSED CONSTRUCTION WILL CONFORM TO THE DIMENSIONS AND USES SHOWN ABOVE AND THAT NO CHANGES WILL BE MADE WITHOUT FIRST OBTAINING APPROVAL. I / WE CERTIFY THAT THE PROPOSED CONSTRUCTION, ALTERATION AND/OR REPAIR WILL CONFORM TO THE LOCAL PLANNING AND ZONING AND HEALTH DEPARTMENT REQUIREMENTS THAT WILL BE IN EFFECT ON THE DATE OF THE GRANTING OF THE BUILDING PERMIT.

Name of Owner(s) of Site and Structure (please print)

Signature of Owner(s) or Authorized Representative

(Date)