



MANUFACTURED HOME INSTALLATION

Permit info: _____
Application Date: _____ Rec'd by: _____
FOR OFFICE USE ONLY

6015 Glenwood Street ■ Garden City, Idaho 83714 ■ Phone 208/472-2921 ■ Fax 208/472-2926
planning@gardencityidaho.org Inspection Hotline 208/472-2920

**** Immediate notification to Garden City permit desk is required for ALL address changes**

CONTACT INFORMATION:

Contractor Name: _____ **E-mail:** _____
Address: _____ City _____ State _____ Zip: _____
Office Phone: _____ Cell: _____ Fax: _____
Contractor Registration #: _____ **Expiration:** _____

Owner Name: _____ **E-mail:** _____
Address: _____ City _____ State _____ Zip: _____
Phone: _____ Cell: _____ Fax: _____

PARK INFORMATION

Park Name: _____

Address _____ Space # _____ Street Name: _____

HOME INFORMATION

- Type: Single Wide Double Wide Affixed Verification
- Manufactured Home VIN _____ Make _____ Year _____
- Length of Home _____ ft Width _____ ft
- How will the home be affixed to the ground? (Check all that apply)
 Block and tie W/ Tip Out W/Deck Foundation
- If for affixed verification, has all running gear been removed and replaced with a permanent foundation?
Yes/ No
- Is the home in the 100 year floodplain? Yes/ No
- What is the water meter connection (circle one?) 3/4" 1" 2" No New Connection
- EAP200** _____ (If earth disturbing activity-see forms) **ACRES** _____ **CuYds** _____

REQUIRED! - APPLICATION CHECKLIST **Incomplete Applications will NOT be accepted**

- ___ Application Fees with submittal---see fee schedule
- ___ Complete Application
- ___ **Two Site Plans** showing (for homes in parks)
 - Space dimensions, including setbacks of the proposed home, home dimensions, and parking spaces and dimensions
 - Locations of existing and proposed water and sewer connections
 - Location and dimension of patio,
 - Location of tenant storage space
- ___ **Two Vicinity Plans** showing (for homes in parks)
 - Roads and common drives, location of park entrance sign
 - Location and dimension of common area,
- ___ Documentation authenticating year of manufacture (such as copy of annual permit, bill of sale, title)
- ___ If home was manufactured before 1976, attach Idaho Division of Building Safety Certificate
- ___ Erosion Permit (if greater than 2 cu. yard earthwork)
- ___ Limited Permit Application (for all homes in the floodplain)
- ___ Ada County Statement of Intent to Declare Manufactured Home Real Property (For affixed verification)

A MANUFACTURED HOME INSTALLATION PERMIT TAKES UP TO ONE WORKING WEEK TO PROCESS. STAFF WILL CONTACT THE APPLICANT ONCE THE PERMIT IS READY FOR PICKUP. ONCE THE HOME IS INSTALLED, **CALL THE INSPECTION HOTLINE (208-472-2920) ONE WORKING DAY PRIOR TO 3:30 TO SCHEDULE AN OBSERVATION. ALL ITEMS MUST BE COMPLETED PRIOR TO OBSERVATION.** AFTER SUCCESSFUL OBSERVATION A CERTIFICATE OF COMPLIANCE WILL BE ISSUED. INSTALLING A MANUFACTURED HOME WITHOUT PICKING UP THE MANUFACTURED HOME INSTALLATION PERMIT MAY RESULT IN THE REVOCATION OF THE PERMIT, DOUBLE FEES, FINES, OR ALL OF THE ABOVE. **Compliance with this permit does not ensure compliance with all applicable Garden City Codes.**

APPLICANT'S SIGNATURE: _____ **DATE:** _____
OWNER'S SIGNATURE: _____ **DATE:** _____