

CITY OF PONDERAY
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. Septic approval with a signature on the application from Panhandle Health District (2101 W Pine St., Sandpoint, ID 83864, 208-265-6384), OR Kootenai/Ponderay Sewer District. Proof of payment for water & sewer fees are required. Wells must be signed off by Panhandle Health District prior to issuance of building permit.
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 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 **THREE (3) 11x17** complete sets of construction plans drawn to scale showing the following information: **Full size sets may be required if 11x17 aren't legible.**
 - 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 Architect or Engineer.
 - **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. Required inspections may include setbacks, footing, foundation, slab, roof & wall sheathing, framing, insulation, sheetrock, stormwater and final.
12. 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).
13. **Return completed application and required approvals and information to the City of Ponderay.**
******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) 265-5468
Phone (208) 263-4160

City of Ponderay, 288 4th Ponderay, ID 83852
James A. Sewell and Associates, LLC, 1319 North Division Ave,
Sandpoint, ID 83864

Fax (208) 265-4357

CITY OF PONDERAY
County of Bonner

SETBACK REQUIREMENTS

SETBACK REQUIREMENTS	SINGLE FAMILY RESIDENTIAL	RESIDENTIAL ACCESSORY BUILDINGS*
Front Yard	15 feet from the structure, excluding front porches or entryways.	15 feet from the structure, excluding from porches or entryways.
	5 feet from front porches and entryways.	5 feet from front porches and entryways.
Rear Yard	5 Feet	5 Feet
Side Yard	5 Feet	5 Feet
Side Yard Flanking Street	10 Feet	10 Feet
Lake, River, Stream, Or Other Body of Public Water	40 Feet (From High Water Elevation)	40 Feet (From High Water Elevation)

* 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. An example is a garage, which is accessory to a single-family residence.

ALL ARCHITECTURAL PROJECTIONS (INCLUDING BUT NOT LIMITED TO CANOPIES, BALCONIES, CARPORTS, DECKS, COVERED PATIOS, ETC.) SHALL BE CONSIDERED PART OF THE BUILDING AND SHALL NOT PROJECT INTO THE REQUIRED MINIMUM SETBACKS.

Contact the City of Ponderay at (208) 265-5468 for setback information for fences or any other questions.

CITY OF PONDERAY
County of Bonner

RESIDENTIAL ROOF LOADS

For all areas of the **City of Ponderay** the **minimum** snow load shall be **55psf 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 Ponderay** the **minimum** snow load shall be **30psf roof live load, plus a protective roof with a snow load of 55psf**. The protective roof covering requirement can be waived if the Manufactured Home was constructed to **55 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 **115 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 55psf 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 55psf 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: PONDERAY	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 PONDERAY
MUNICIPAL CODE
MANUFACTURED HOMES

SECTION 7-4-6

Occupancy Permits. (a) Where this Chapter requires that a permit is to be obtained, it shall be unlawful to occupy, or to permit the use or occupancy of, a manufactured home until a Certificate of Occupancy has been issued therefore by the City

- (b) No Certificate of Occupancy shall be issued unless and until the City's inspector certifies that the manufactured homes complies with the requirements of the most current version of the Idaho Manufactured Home Installation Standard, in accordance with Title 44, Chapter 22, Idaho Code.
- (c) No Certificate of Occupancy shall be issued until a permanent means of egress is provided at all doors leading to the exterior and installed in accordance with the most current version of the Idaho Manufactured Home Installation Standard, in accordance with Title 44, Chapter 22, Idaho Code.
- (d) No manufactured home shall be set by other than an installer possessing a current, valid license issued by the State of Idaho for the installation of manufactured homes, issued pursuant to Title 44, Chapter 21, Idaho Code. (Ord. No 2-5a § 1, 2002; Ord. 2-5b § 1, 2002). ”

The above Code must be complied with, and failure to comply will result in violations being posted.

I/we have read and understand the above conditions:

Owner/Agent

Date

City of Ponderay

Date

VALUATION OF PROPOSED PROJECT

**For other than new construction, i.e., remodels, signs,
change of use, roof over modular homes and additions.**

Applicant Name: _____

Project: _____

Applicant Telephone No.: _____

To Whom It May Concern:

The project valuation for the proposed project listed above is \$ _____.
(For value of actual work being done.)

Sincerely,

Applicant Signature

Date

BUILDING PERMIT AND SIGN APPLICATION

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

LEGAL DESCRIPTION: Subdivision Name: _____ Block _____ Lot _____ Section _____, Township _____, Range _____, Site Acres: _____						BUILDING PERMIT #		
Site Address _____ (Number) _____ (Road Name) _____								
OWNER / LEASOR		MAILING ADDRESS		PHONE		EMAIL ADDRESS		
LEASEE		MAILING ADDRESS		PHONE		EMAIL ADDRESS		
CONTRACTOR		MAILING ADDRESS		PHONE		LICENSE #		
CLASS OF WORK (Check one)		New []	Addition []	Remodel []	Change of Use []	Sign []	Other []	
Describe Work / Use:								
Heating:				Utility Company:				
Directions to Site:								
SHADED AREA FOR OFFICE USE ONLY:								
Type of Const:		Occup. Group:	Division:	# of Units:		FEES		
# of Stories:		Max Occupancy Load:	Fire Sprinklers Required?	Yes []	No []	Permit Fee:		
SQUARE FOOTAGE:		1st FLOOR:	2nd FLOOR:	BASEMENT:		Plan Check Fee:		
GARAGE:		OTHER SQ. FT:	SQUARE FOOT TOTAL:				Other Fees:	
CONDITIONS:								
NOTICE: SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, MECHANICAL AND PLUMBING. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED UNLESS PRIOR APPROVAL OF THE BUILDING DEPARTMENT. I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OF LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCES OF CONSTRUCTION. I HEREBY GRANT PERMISSION TO THE CITY AND ITS REPRESENTATIVES TO ENTER THE SUBJECTS LAND TO CONDUCT INSPECTIONS RELATIVE TO THIS APPLICATION.						Parcel #:		
						Zone District:		
Floodplain Zone:				Panel #:				
Development Permit #:								
APPROVALS								
AGENCY:				BY: / DATE:				
City Approval:								
Sewage Disposal Permit #:								
ITD:								
DEQ:								
Fire District:								
Other (Specify):								
Application Received By: / Date:		Plans Checked By: / Date:		Approved to Issue By: / Date:		Issued Date:		

