

CITY OF HOPE
County of Bonner
MANUFACTURED HOME PERMIT APPLICATION PROCEDURES

A \$100 NON-REFUNDABLE FEE MADE OUT TO THE CITY OF HOPE WILL BE REQUIRED AT THE TIME THE APPLICATION IS SUBMITTED. SAID FEE WILL BE APPLIED TO BALANCE DUE UPON PERMIT APPROVAL.

STEP # 1

PLANNING AND ZONING REQUIREMENTS

1. Recorded copy of your warranty deed, 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). Setbacks are determined by the zone your property is located in.
4. A stormwater plan must be filed if your building site is within 300 feet of any surface water, or on a slope of 15% or greater. Commercial and Industrial projects require a stormwater plan.
5. A Development Permit will be required if your parcel of land is located in a floodplain and/or floodway. (For structures located in a floodplain & floodway, an Idaho licensed architect or engineer must design the foundation).

STEP #2

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

A. Septic/Sewer approval: a signature on the application from Panhandle Health District (322 Marion St., Sandpoint, Idaho, 83864, 208-265-6384), or a letter of approval from your sewer district.

B. Other approvals may be required (ITD, EPA, DEQ, Fire Department, City, etc.)

You will need any or all of the above signatures or approval letters before you turn in your application.

C. An energizing permit allowing connection of electricity to the building will be issued with the building permit by the city.

D. Make sure all non-shaded areas of the application are complete.

E. Provide clear directions to the building site.

F. After reading the notice at the bottom of the page, sign your name and date the application.

G. Return completed application and required approvals and information to James A. Sewell & Associates 1319 N Division Ave., Sandpoint, ID 83864

******INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED******

STEP #3

BUILDING AND SAFETY REQUIREMENTS:

1. 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.
2. Signed and dated **SNOW LOAD DISCLOSURE FORM** must be turned in with Manufacture Home Placement App.
3. If your home will have a **deck, attached carport, a roof over the structure, or an addition of any kind**, you will need **TWO (2) 8.5 x 11** complete sets of construction plans are required for Residential projects. **Full size sets may be required if 8.5 x11 aren't legible. All plans drawn to scale showing the following information:**
 - Elevations of all sides of the structure.
 - Floor plans of all floor levels, showing location of smoke detectors, size and location of window 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 **MUST REMAIN ON THE JOB SITE AT ALL TIMES.**
4. Your application will be reviewed for **compliance with Local, State, and Federal Codes**. (Corrections may need to be completed prior to final approval).

STEP #4

STATE REQUIREMENTS:

1. State electrical and plumbing permits are required. For more information contact the Idaho Division of Occupational and Professional Licenses, (208) 332-4700.

BRYAN QUAYLE – Planning & Zoning Admin. (208) 290-7700

JAMES A. SEWELL & ASSOCIATES, LLC (208) 263-4160
1319 North Division Ave., Sandpoint, ID 83864

CITY OF HOPE – Main Street – Hope ID 83836 (208) 264-5314

CITY OF HOPE
County of Bonner

RESIDENTIAL ROOF LOADS

SNOW LOAD: For all areas of **City of Hope** the **minimum** snow load shall be **55 psf.** It is recommended that the Calculation of Snow Load be determined by the Snow Study of the University of Idaho.

DEAD LOAD: Is the vertical load due to the weight of all permanent structural and nonstructural 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 Uniform Building Code.

COMMERCIAL ROOF LOADS:

SNOW LOAD: To be determined in accordance with Section 1608 of the International Building Code.

Design Criteria:

* Ground Snow Load	104
* Wind Speed	115
* Seismic Design Category	C
* Weathering	Severe
* Frost Line Depth	24-inches below finished grade
* Termite	None to slight
* Decay	None
* Winter Design Temperature	-10° Fahrenheit

DEAD LOAD: Is the vertical load due to the weight of all permanent structural and nonstructural components of a building; such as walls, floors, roofs and fixed service equipment.

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:	Permit #
Building Official:	Date:

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

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

CITY OF HOPE, IDAHO
GENERAL APPLICATION FORM

I. APPLICATION PROCEDURES:

- A. The City of Hope's regular City Council meeting is held on the first Monday of each month at 6:30 p.m. If this date is a holiday, the Council will not meet and a new date will be determined and posted at City Hall. Also, if for any other reason the Council changes its regular meeting date or schedules special meetings, notice will be posted at City Hall.
- B. All applications for planning and zoning matters must be completed in full and be presented to the Administrator of Planning Services five (5) weeks prior to the next regular meeting date of the City Council.
- C. An application review meeting with the Administrator is required prior to the consideration of a proposal by the City Council.
- D. Once a completed application has been submitted to the Administrator of Planning Services, the following procedures shall take place:
 - 1. The application will be placed on the agenda for the next regular meeting of the City Council; or,
 - 2. A 40 day period may be required by the Administrator of Planning Services to assess the application and, if necessary, request additional information from the applicant. Any additional information requested shall be provided by the applicant within 20 days of the request, and before the application is placed on the agenda for the regular City Council meeting.

II. GENERAL INFORMATION:

A. Type of Application:

- 1. Annexation _____
- 2. Comprehensive Plan Change _____
- 3. Conditional Use Permit _____
- 4. Rezone _____
- 5. Subdivision _____
- 6. Vacation _____
- 7. Variance _____
- 8. Short Plat _____
- 9. Planned Unit Development _____

B. Present Zoning: _____
Proposed Zoning: _____

C. Name of Applicant:

Holder of Legal Title

Proponent

Name _____

Name _____

Address _____

Address _____

Phone _____

Phone _____

D. Location of Proposal: (common description, including the lot, block, adjacent streets and landmarks):

IV. FEE SCHEDULE:

Application Fees:

Annexation	\$ 75.00
Comprehensive Plan Change	75.00
Conditional or Special Use Permit	75.00
Rezone	75.00
Subdivision	100.00*
*Plus \$5.00 per building lot or \$50.00 for four lots or less	
Vacation	75.00
Variance	75.00
MLD	40.00

Deposit Fees:

Covers legal notice charges and postage charges. Remainder of deposit fee to be returned to applicant. Applicant will be billed for fees and charges in excess of the deposit fee.

Annexation	\$ 50.00
Comprehensive Plan Change	50.00
Conditional or Special Use Permit	50.00
Rezone	50.00
Subdivision	50.00
Vacation	50.00
Variance	50.00

V. CITY DEPARTMENT REVIEW:

(To be processed by the Administrator of Planning Services.)

A. Administrator of Planning Services, Hope, Idaho

_____ Date _____

Date Application submitted (Office use only) _____

- E. Brief description of proposal (including, but not limited to, its size, general design elements and other factors to give an accurate understanding of its scope and nature):

- F. Include vicinity maps (Site plans and floor plans):

- G. Narrative statement:

III. ADDITIONAL REQUIREMENTS:

- A. **Type** the names and addresses onto the provided labels of all adjacent property owners within 300 feet of the subject property. (These are used for the mailing of the required public hearing notices).
- B. Provide a copy of a preliminary title report or the title insurance policy for the proposed site.
- C. Signature of the legal title holder: (Signature gives permission to make an on-site inspection).

_____ Date: _____

**MANUFACTURED HOME PLACEMENT
APPLICATION**

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

LEGAL DESCRIPTION: Section _____, Township _____, Range _____, SITE ACREAGE: _____				BUILDING PERMIT #:																			
Site Address _____ (Number) _____ (Road Name) _____																							
OWNER _____																							
OWNER MAIL ADDRESS _____		OWNER PHONE _____																					
CONTRACTOR _____		MAIL ADDRESS _____		PHONE _____		LICENSE # _____																	
MANUFACTURER _____		YEAR _____		MAKE _____		SIZE _____																	
IDAHO INSIGNIA NUMBER _____				ROOF SNOW LOAD RATING: _____																			
Describe Work: _____				Permanent ()		Temporary ()		Real Property ()															
Type of Heating: _____				Utility Company: _____																			
Describe Use: _____																							
Directions to Site: _____																							
CONDITIONS:						<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th align="center" colspan="2">FEES</th> </tr> <tr> <td style="padding: 2px;">Permit Fee:</td> <td style="padding: 2px;"> </td> </tr> <tr> <td style="padding: 2px;">Plan Check Fee:</td> <td style="padding: 2px;"> </td> </tr> <tr> <td style="padding: 2px;">Special Fees:</td> <td style="padding: 2px;"> </td> </tr> <tr> <td style="padding: 2px;">City Fees:</td> <td style="padding: 2px;"> </td> </tr> <tr> <td style="padding: 2px;">Stormwater/Erosion Fees:</td> <td style="padding: 2px;"> </td> </tr> <tr> <td style="padding: 2px;">TOTAL:</td> <td style="padding: 2px;"> </td> </tr> <tr> <td colspan="2" style="padding: 2px;">VALUATION OF WORK:</td> </tr> </table>		FEES		Permit Fee:		Plan Check Fee:		Special Fees:		City Fees:		Stormwater/Erosion Fees:		TOTAL:		VALUATION OF WORK:	
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						Parcel #: _____																	
						Zone District: _____																	
						Floodplain Zone: _____																	
						Development Permit #: _____																	
NOTICE: SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, MECHANICAL AND PLUMBING. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IN 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 BUILDING DEPARTMENT. HOWEVER, A PERMIT IS VALID AS LONG AS WORK IS CONTINUED.						<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th align="center" colspan="2">APPROVALS</th> </tr> <tr> <td style="padding: 2px;">AGENCY:</td> <td style="padding: 2px;">BY: / DATE:</td> </tr> <tr> <td style="padding: 2px;">City Approval:</td> <td style="padding: 2px;"> </td> </tr> <tr> <td style="padding: 2px;">Sewage Disposal Permit #:</td> <td style="padding: 2px;"> </td> </tr> <tr> <td style="padding: 2px;">Roads/DOT:</td> <td style="padding: 2px;"> </td> </tr> <tr> <td style="padding: 2px;">Division of Environ.:</td> <td style="padding: 2px;"> </td> </tr> <tr> <td style="padding: 2px;">Fire District:</td> <td style="padding: 2px;"> </td> </tr> <tr> <td colspan="2" style="padding: 2px;">Other (Specify):</td> </tr> </table>		APPROVALS		AGENCY:	BY: / DATE:	City Approval:		Sewage Disposal Permit #:		Roads/DOT:		Division of Environ.:		Fire District:		Other (Specify):	
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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.																							
Name of Owner or Authorized Agent _____ (Date) _____																							
Signature of Owner or Authorized Agent _____ (Date) _____																							
Application Accepted By: / Date:		Plans Checked By: / Date:		Approved to Issue By: / Date:		Issued Date:																	

**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)