

**PAYETTE COUNTY DEPARTMENT  
OF BUILDING SAFETY**

1130 3<sup>rd</sup> Ave. North, Room 107 PAYETTE, ID 83661  
208-642-6018

**MFH/MODULAR PERMIT APPLICATION**

1. NAME OF PROPERTY OWNER: \_\_\_\_\_ PH# \_\_\_\_\_
2. ADDRESS OF BUILDING SITE: \_\_\_\_\_
3. NAME OF CONTRACTOR: \_\_\_\_\_ PH# \_\_\_\_\_  
CONTRACTOR LICENSE#: \_\_\_\_\_ EXPIRATION: \_\_\_\_\_  
CONTRACTOR'S ADDRESS: \_\_\_\_\_  
CONTRACTOR'S E-MAIL: \_\_\_\_\_
4.  MFH  MODULAR
5. MODEL, YEAR, & SQUARE FOOTAGE: \_\_\_\_\_
6. ZONING DESIGNATION AT PROJECT SITE: \_\_\_\_\_
7. IS THE BUILDING SITE IN A FLOOD ZONE?  YES  NO
8. IS STRUCTURE CLOSER THAN 200' FROM PUBLIC LANDS?  YES  NO
9. SITE PLAN APPROVAL FROM IRRIGATION DISTRICT:  YES  N/A
10. SEPTIC PERMIT: \_\_\_\_\_
11. DRIVEWAY ACCESS PERMIT: \_\_\_\_\_
12. IS THIS STRUCTURE TEMPORARY (TEMPORARY  
HARDSHIP/TEMPORARY RESIDENCE PERMIT ACQUIRED THROUGH  
PLANNING & ZONING)?  YES  NO
13. ATTACH COPIES OF ANY SPECIAL APPROVALS OR AGREEMENTS WITH  
THE PLANNING AND ZONING COMMISSION OR THE BOARD OF COUNTY  
COMMISSIONERS.
14. **WILL YOU BE FILING A STATEMENT OF INTENT TO DECLARE REAL  
PROPERTY (SID)?:  NO  YES (SEE ASSESSORS OFFICE)**

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**NOTE:** The Idaho Manufactured Home Installation standard is used for Manufactured Home placement, foundations and alterations. These codes and standards are available from the International Code Council (<http://www.iccsafe.org/>) and the Idaho Division of Building Safety (<http://dbs.idaho.gov/>). Mechanical Permits issued by Payette County. **PLEASE CALL 208-452-4946 TO SCHEDULE INSPECTIONS. INSPECTIONS MUST BE CALLED IN BEFORE 3:00 P.M. TO RECEIVE A NEXT-DAY INSPECTION. REQUESTS RECEIVED AFTER 3:00 P.M. WILL BE SCHEDULED FOR THE SECOND BUSINESS DAY.**

**BY IDAHO STATE LAW YOU MUST CALL DIGLINE'S LOCAL ONE-CALL SYSTEM AT 811 AND WAIT FOR UNDERGROUND FACILITIES TO BE LOCATED/MARKED PRIOR TO DOING ANY ONSITE DIGGING.**



# MFH/MODULAR PERMIT SUBMITTAL CHECKLIST

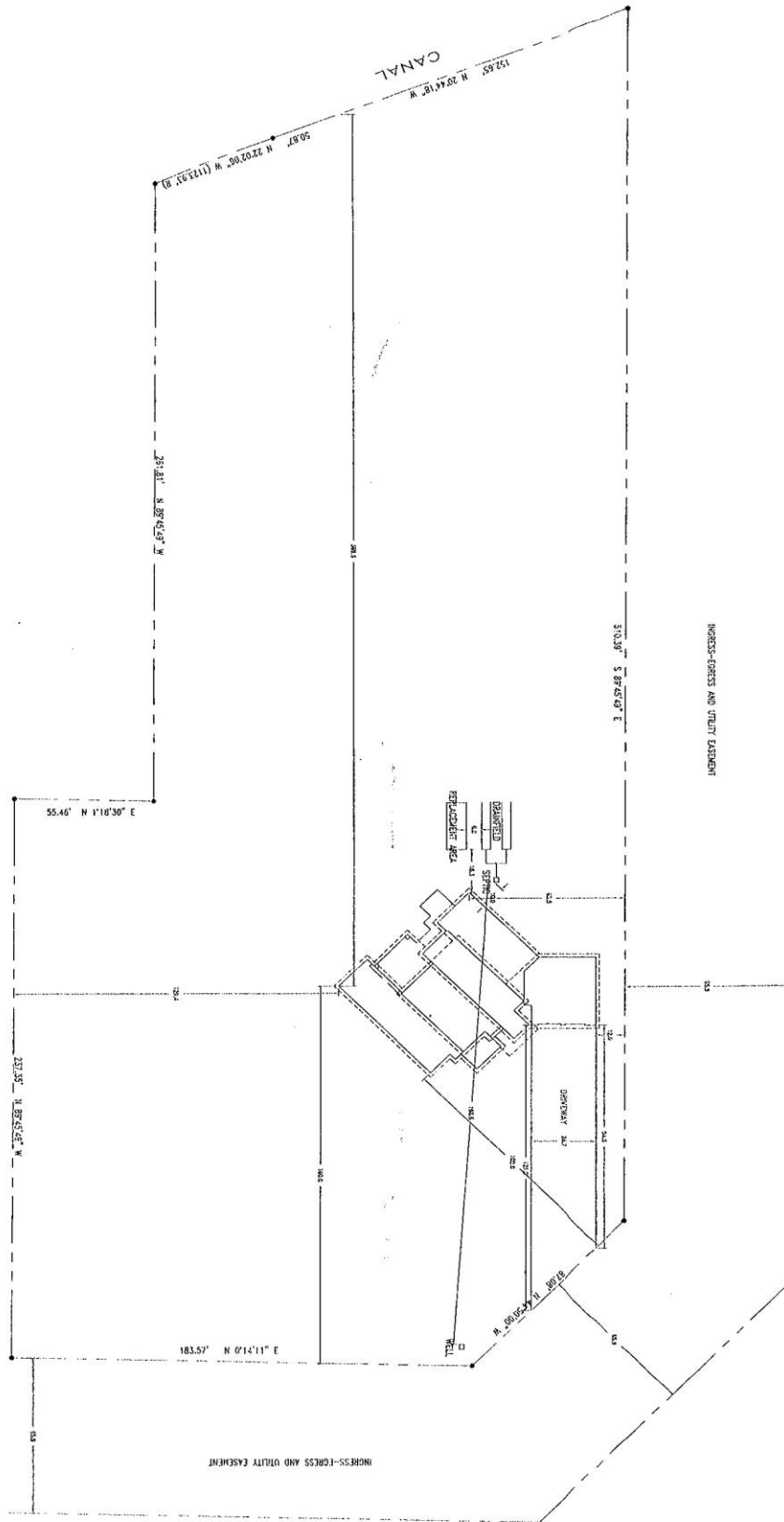
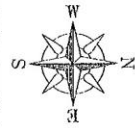
RETURN WITH APPLICATION

JOB ADDRESS \_\_\_\_\_

REQUIRED INFORMATION	MUST INCLUDE	INITIALS
		OFFICE USE ONLY
<b>BUILDING</b>		
PLOT PLAN (SITE PLAN)- <b>2 SETS</b> W/DIMENSIONS TO SCALE <b>PLOT PLAN WILL BE SIGNED OFF BY P&amp;Z</b>	BOUNDARIES, STRUCTURES, DRIVEWAYS, EMERGENCY TURN AREA, SEPTIC, WELL, DITCHES, CANALS, CLIFFS (>1:1)	
*** BUILDING PLANS- <b>2 SETS</b> TO SCALE ( <b>NO PENCILED IN REVISION</b> )	PLANS: FOUNDATION, FLOOR PLAN	
COPY OF INVOICE/BILL OF SALE FOR STRUCTURE		
LEGAL DESCRIPTION OF LOT OR PROPERTY		
ADDRESS (IF ISSUED)		
FLOOD PLAIN	DEVELOPMENT APPROVAL, ELEVATIONS, ELVATION CERTIFICATE	
DRIVEWAY CULVERT PERMIT	PAYETTE COUNTY ROAD & BRIDGE- (208) 278-3402 HIGHWAY DISTRICT #1 (208) 278-3041 ITD (208) 334-8341	
SEPTIC PERMIT ( <b>NOT THE APPLICATION</b> )	SWDH (208) 642-9321	
IRRIGATION SITE PLAN APPROVAL	BLACK CANYON (208) 459-4141 ALL OTHERS (208) 642-9424	
Other	ANYTHING REQUESTED BY BUILDING OFFICIAL	

\*\*\* PLEASE ALLOW A MINIMUM OF **TWO WEEKS** FOR PLANS TO BE REVIEWED.  
PAYETTE COUNTY BULDING DEPARTMENT HAS THE RIGHT TO REQUEST ADDITIONAL  
INFORMATION. INCOMPLETE APPLICATIONS WILL **NOT** BE ACCEPTED.

SAMPLE PLOT/ SITE PLAN



PLOT PLAN  
SCALE: 1"=30'  
YOUR ROAD NAME

PROJECT  
NAME

PLOT PLAN  
SCALE: 1"=30'