

## INSTRUCTIONS FOR SUBMITTING BUILDING PERMITS:

1. Print pdf documents and fill out permit application and plot plan. Please read instructions.
2. Do not write in shaded areas.
3. Print name, sign name and date application at the bottom on the permit and plot plan.
4. Submit application along with necessary documentation in person at the City of Bonners Ferry, 7232 Main St., Bonners Ferry; OR, mail application and necessary documentation to City of Bonners Ferry, P O Box 149, Bonners Ferry, Idaho, 83805.
- 5. Faxed applications will not be accepted.**
6. Your permit application and documentation will be reviewed by the City Administrator. Once it is approved and signed off by the City Administrator, the permit application and documentation are submitted to the City of Bonners Ferry building inspectors at James A Sewell & Associates, 1205 Hwy 2, Suite 101, Sandpoint, Idaho, 83864.
7. If Sewell has questions when performing plan review, the person who signed the permit application will be contacted.
8. Once plan review is completed, the permit application and plan review are returned to the City of Bonners Ferry. The city clerk will contact the person who signed the permit application, or the responsible party, and inform them of fees due for permit issuance.

**CITY OF BONNERS FERRY**  
**County of Boundary**  
**MANUFACTURED HOME PERMIT APPLICATION PROCEDURES**

**STEP #1**

**PLANNING AND ZONING REQUIREMENTS:**

1. A Warranty Deed may be required upon review.
2. Compliance with (a) Zoning (b) Subdivision (c) Floodplain regulations.
3. Complete the plot plan as directed on the form provided. Show all setbacks from structure to property lines. The City and building officials are not responsible for verifying setbacks and/or property lines; this is the responsibility of the property owner.
4. Commercial and Industrial projects require a stormwater management plan.
5. Commercial and Industrial projects must have site plan approval.

**STEP #2**

**BEFORE THE APPLICATION IS ACCEPTED, THE FOLLOWING APPROVALS MAY BE REQUIRED:**

1. ITD, EPA, DEQ, Fire Department, City, etc.
2. Access permits may be required for access to the public right-of-way.
3. Encroachment permits are required if excavating in the public right-of-way.

**STEP #3**

**BUILDING AND SAFETY REQUIREMENTS:**

1. You may be required to submit the above forms when 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 page, please print & sign your name and date the application.
5. See attached for temporary or real property manufactured home setting information.
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)** complete sets of construction plans drawn to scale showing the following information:
  - 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**. Your application will be reviewed for compliance with Local, State, and Federal codes. (Corrections may need to be completed prior to final approval).
8. 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).
9. **Return completed application and required approvals and information to the City of Bonners Ferry.**

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

**STEP #4**

**STATE REQUIREMENTS:**

1. State and Electrical, Plumbing and Mechanical Permits are required. For more information contact the State Division of Building & Safety, 1221 Ironwood Drive, Suite 101, Coeur d'Alene, ID 83814, (208) 769-1579.

**Phone (208) 267-3105**  
**Phone (208) 263-4160**

**City of Bonners Ferry, 7232 Main St., Bonners Ferry, ID 83805**  
**James A Sewell & Associates, LLC., 1205 Highway 2, #101,**  
**Sandpoint, ID 83864**

**Fax (208) 267-4375**  
**Fax (208) 263-5229**

**CITY OF BONNERS FERRY**  
**County of Boundary**

**INFORMATION REQUIRED ON PLANS FOR A BUILDING PERMIT**

**SUBMIT 2 (TWO)** sets of plans drawn to scale and of sufficient clarity to indicate the location, nature and extent of the work proposed.

**Plans shall show the following:**

**PLOT PLAN:** Show property line boundaries, building to be constructed and setbacks from building to all property lines. Show road access to the building as well as any standing water or waterways. Show all existing buildings. Indicate **North** direction on plan.

**FLOOR PLAN:** Fully dimensioned floor plan showing all bearing and non-bearing partitions at all floor levels, size of headers, square footage of proposed structure, room sizes, size and location of all doors, and windows, plumbing fixtures, heating and cooling equipment, smoke alarms, stairs, decks, covered porches, patios, etc.

**ELEVATIONS:** Show all sides of proposed structure including windows, doors, roof pitch and type of roofing, finished grade around building, decks, and exterior stairs.

**FOUNDATION PLAN:** Show sizes of footings, foundation wall, location and size of reinforcing steel, slabs on-grade and type of soil.

**FLOOR FRAMING PLAN:** Show size, direction and spacing of floor joists at all levels of structure including stairwell openings, bearing beams in floor system, thickness and type of floor sheathing. Show all manufactured members with their size and series number from the manufacturer.

**ROOF PLAN:** Show size, direction and spacing of all roof framing members. If using trusses, submit a truss framing plan. **Engineering is required for all roof trusses.** Also indicate thickness and type of roof sheathing.

**CROSS-SECTION:** Typical building cross-section should show a complete section through the building showing all basic framing details from the top of the roof assembly to the foundation. Also include interior elevations showing any and all interior bearing points.

**(STATE LAW REQUIRES COMMERCIAL, INDUSTRIAL AND PUBLIC BUILDINGS TO BE WET-STAMPED BY AN IDAHO LICENSED ARCHITECT OR ENGINEER).**

**11-2-4: SCHEDULE OF BUILDING HEIGHT AND LOT AREA REGULATIONS:**

| Zoning District | Maximum Height | Front Yard Setbacks | Rear Yard Setbacks | Interior/ Side Yard Setbacks | Corner Lot Yard Setbacks | Minimum Lot Area | Minimum Lot Width |
|-----------------|----------------|---------------------|--------------------|------------------------------|--------------------------|------------------|-------------------|
| AA              | 35 ft.         | 20 ft.              | 10 ft.             | 10 ft.                       | 20 ft.                   | 5,000 sq. ft.    | 50 ft.            |
| A               | 35 ft.         | 20 ft.              | 10 ft.             | 10 ft.                       | 20 ft.                   | 5,000 sq. ft.    | 50 ft.            |
| B               | 35 ft.         | 20 ft.              | 10 ft.             | 10 ft.                       | 20 ft.                   | 5,000 sq. ft.    | 50 ft.            |
| C               | 35 ft.         | Note B              | Note B             | Note B                       | Note B                   | 5,000 sq. ft.    | 50 ft.            |
| I               | 35 ft.         | Note B              | Note B             | Note B                       | Note B                   | 5,000 sq. ft.    | 50 ft.            |
| M               | 35 ft.         | 20 ft.              | 10 ft.             | 10 ft.                       | 20 ft.                   | 5,000 sq. ft.    | 50 ft.            |
| Notes           | C,I,J          | A,D,E,G,F           | F                  | F                            | A,D,E,G,F                | F                | F,H               |

**Notes/conditions:**

All measurements are from the closest building line to the property line.

A. In addition to the setbacks listed in the official heights and area regulations table, the front and corner lot setbacks must also be a minimum of 50 feet from the street centerline.

B. As per the adopted building code regulations for exterior wall location to property line.

C. The stricter of the stated maximum height or the currently adopted building code.

D. Additional 5 feet per story setback for apartments, condominiums or other residential multi-story structures.

E. Front yard setback may be less than 20 feet, provided, that in each block in which 50 percent or more of the lots on the same side of the street have been built upon in conformity with a fairly even and determinable front building line of less than 20 feet from the property line, all buildings thereafter erected, established or rebuilt may be in conformity with said front building

line as shown by 50 percent of the buildings erected on any such lots. In determining whether or not a front building line has been determined or established, the fair intent and purpose shall be considered and minor irregularities ignored and where any dispute arises in the determining of any such front building line, a determination shall be made by the city council.

F.Exception to schedule of building height and lot area regulations: Manufactured or mobile home parks shall meet the yard setbacks in the district in which the manufactured/mobile home park will be or is located. The minimum lot size and width shall be as indicated in the manufactured/mobile home park chapter.

G.Federal highway setback; no building shall be placed or erected within a distance of 60 feet each side of the centerline of the street variously known as U.S. Highway 95, U.S. Highway 2 and South Main Street.

H.The minimum lot width is the distance measured from property line to property line where the front building line of the structure will be placed. The minimum distance on the front property line along the curve on a cul-de-sac is 40 feet.

I.Building height is measured from the highest point accessible to fire personnel.

J.Building heights may exceed these values upon special approval from the city council after consideration of fire safety.

(Ord. 504, 1-8-2008)

**CITY OF BONNERS FERRY  
MANUFACTURED HOMES**

**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. (State Code §44-2201 & §44-2202).

The above 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 Bonners Ferry

\_\_\_\_\_  
Date

**IDAHO  
MANUFACTURED HOME  
INSTALLATION STANDARDS**

**Installation Inspection:**

The inspectors should verify that all the following items, as applicable for the specific installation, have been obtained, provided, constructed, or installed in compliance with this standard and the requirements of the local authority having jurisdiction.

|  |  |
|--|--|
| a. Permits   | l. Under floor access provisions   |
| b. Footings  | m. Under floor ventilation provisions  |
| c. Foundations   | n. Stairs  |
| d. Vapor Barrier   | o. Site grading and drainage   |
| e. Footings, particularly with respect to size, and spacing    | p. Site-installed exterior doors   |
| f. Piers, particularly with respect to type, size, and spacing | q. Dryer exhaust ducted through skirting or foundation   |
| g. Multi-section connections                                   | r. Heat tape and pipe insulation   |
| h. Weather stripping and weather seals installed on-site       | s. Duct crossover, particularly with respect to material, size, clearance, and connection                          |
| i. Exposed structural connections                              | t. Flue, chimney, and vents, particularly with respect to material, size, clearance, connections, and terminations |
| j. Tie-down attachments  | u. Factory installed smoke detectors   |
| k. Skirting or permanent foundation                            | v. Wood stoves   |

**JAMES A. SEWELL AND ASSOCIATES, LLC  
1205 Highway 2, Suite 101  
SANDPOINT, IDAHO 83864**

**PHONE (208) 263-4160**

**FAX (208) 263-5229**

**CITY OF BONNERS FERRY**

**MANUFACTURED HOME INSTALLATION / SET UP  
REQUIREMENTS**

**Initials**

- \_\_\_\_\_ Setback requirements must be met for distance to property line and adjoining structures.
- \_\_\_\_\_ Blocking – Support blocking must be installed & spaced as per Idaho Manufactured Home Installation Standards – *Latest Edition*
- \_\_\_\_\_ Skirting – Treated material or resistant to decay (ie, metal, treated wood, concrete blocks) installed as per Idaho Manufactured Home Installation Standards –*Latest Edition*
- \_\_\_\_\_ Landing(s) – All entrance/exit doors must have a minimum 36” x 36” landing on exterior as per IMHIS. If over 30” above grade, handrail/guardrail requirements must be met.
- \_\_\_\_\_ Ventilation – Minimum venting requirements of skirting must be met, as per Idaho Manufactured Home Installation Standards –*Latest Edition*
- \_\_\_\_\_ Stairs – Hand/Guardrail requirements same as above.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**Manufactured Home Set Permits expire after 180 days.** All requirements must be met and final inspection performed prior to use and/or occupancy.

I have read and understand the above requirements:

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Any questions please call the building department 208-263-4160**



# 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 may be required for homes not constructed for a 50psf 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 50psf***

**Site Location:** \_\_\_\_\_

**Applicant Mailing Address:** \_\_\_\_\_

**Applicant Address:** \_\_\_\_\_

**Applicant Phone Number:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

| FOR OFFICE USE ONLY           |                 |
|-------------------------------|-----------------|
| <b>City of:</b> Bonners Ferry | <b>Permit #</b> |
| <b>Building Official:</b>     | <b>Date:</b>    |

*James A. Sewell & Associates, LLC  
1205 Hwy 2, Suite 101  
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

**MANUFACTURED HOME PLACEMENT  
APPLICATION**

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

|   |  |   |  |                               |  |           |  |
|---|--|---|--|-------------------------------|--|-----------|--|
| LEGAL DESCRIPTION:<br>Section _____, Township _____, Range _____, SITE ACREAGE: _____ |  |   |  | BUILDING PERMIT #:            |  |           |  |
| Site Address _____<br><small>(Number) (Road Name)</small>                             |  |   |  |                               |  |           |  |
| OWNER   |  |   |  |                               |  |           |  |
| OWNER MAIL ADDRESS  |  | OWNER PHONE   |  |                               |  |           |  |
| CONTRACTOR  |  | MAIL ADDRESS  |  |                               |  | PHONE     |  |
| MANUFACTURER  |  | YEAR  |  |                               |  | LICENSE # |  |
| IDAHO INSIGNIA NUMBER   |  | MAKE  |  | SIZE                          |  |           |  |
| Describe Work:  |  | ROOF SNOW LOAD RATING:                              |  |                               |  |           |  |
| Type of Heating:  |  | Permanent ( ) Temporary ( ) Real Property ( )       |  |                               |  |           |  |
| Describe Use:   |  | Utility Company:                                    |  |                               |  |           |  |
| Directions to Site:   |  |   |  |                               |  |           |  |
|   |  |   |  |                               |  |           |  |
|   |  |   |  |                               |  |           |  |
|   |  |   |  |                               |  |           |  |
| <b>CONDITIONS:</b>  |  |   |  | <b>FEES</b>                   |  |           |  |
|   |  |   |  | Permit Fee:                   |  |           |  |
|   |  |   |  | Plan Check Fee:               |  |           |  |
|   |  |   |  | Special Fees:                 |  |           |  |
|   |  |   |  | City Fees:                    |  |           |  |
|   |  |   |  | Stormwater/Erosion Fees:      |  |           |  |
|   |  |   |  | TOTAL:                        |  |           |  |
|   |  |   |  | VALUATION OF WORK:            |  |           |  |
|   |  |   |  | Parcel #:                     |  |           |  |
|   |  |   |  | Zone District:                |  |           |  |
|   |  |   |  | Floodplain Zone:              |  |           |  |
|   |  |   |  | Development Permit #:         |  |           |  |
|   |  |   |  | <b>APPROVALS</b>              |  |           |  |
|   |  |   |  | <b>AGENCY:</b>                |  |           |  |
|   |  |   |  | <b>BY: / DATE:</b>            |  |           |  |
|   |  |   |  | City Approval:                |  |           |  |
|   |  |   |  | Sewage Disposal Permit #:     |  |           |  |
|   |  |   |  | Roads/DOT:                    |  |           |  |
|   |  |   |  | Division of Environ.:         |  |           |  |
|   |  |   |  | Fire District:                |  |           |  |
|   |  |   |  | Other (Specify):              |  |           |  |
| 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 \_\_\_\_\_, IDAHO**

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.

|  |  |  |  |  |  |  |  |
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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)