



# Mobile Home Installation Permit Process & Checklist

60 S Main St | PO Box 48 - Driggs, ID 83422 | Ph: 208-354-2362 | Fax: 208-354-8522 | [www.driggs.govoffice.com](http://www.driggs.govoffice.com)

## PERMIT PROCESS

1. Submit all required information with an installation permit application to the City of Driggs.
2. The information will be reviewed by the Planning and Zoning Administrator to ensure the Zoning Ordinance has been met, and then by the Building Inspector to ensure all applicable codes are met. **Allow 10 working days for this process.**
3. Once the installation permit application has been reviewed and approved, the Planning and Zoning Administrator will notify the Applicant that the permit is ready to be picked up at the City of Driggs.
4. Upon receiving the Installation Permit, the installation permit fees, water and sewer connection fees and impact fees must be paid, along with a \$2000 road damage bond if any road cutting for utilities is planned. Permit fees are as follows:

### Building Permit Fee

VALUATION*	FEE
\$1 to \$50,000	\$100 + \$50/Inspection
\$50,001 to \$250,000	0.7% of Valuation
\$250,001 to \$500,000	0.6% of Valuation
\$500,001 to \$1,000,000	0.5% of Valuation
\$1,000,001 to \$2,500,000	0.4% of Valuation
Over \$2,500,000	0.3% of Valuation

\*Valuation is determined by the ICC and published in the [Building Safety Journal](#) (most recent edition).

### Fees that may also be applicable:

#### Water and Sewer Connection Fees

	IN CITY LIMITS	OUT OF CITY LIMITS
Water 1" Connection	\$1785.00	\$2677.50
MXU	\$163.00	
Meter (line size)	\$205 (1") \$510 (1.5") \$720 (2")	
Meter Installation Fee	\$65.00	
Sewer Connection	\$2625.00	\$3937.50
Over 25 WSFU	\$105.00/WSFU	\$157.50/WSFU

### Impact Fees

CATEGORY	PARKS	STREETS*	TOTAL
Residential (per dwelling)	\$1,222.75		
Residential (per 1bdm dwelling unit / studio apt)	\$815.15		
Nonresidential (per sq ft)	\$0.15		
Dethatched Single Family w/ 2 or more bedrooms (per dwelling unit)		\$1,327	<b>\$2,549.75</b>
Dethatched Single Family w/ 2 or more bedrooms (per dwelling unit)		\$872	<b>\$1,687.15</b>
Multifamily (per dwelling unit)		\$872	<b>\$2,094.75</b>
Retail (per sq ft)		\$6.35	<b>\$6.50</b>
Office (per sq ft)		\$1.95	<b>\$2.10</b>
Industrial (per sq ft)		\$1.40	<b>\$1.55</b>

\*Street impact fees are waived for infill development until December 31, 2017

5. It is the responsibility of the applicant to contact the building or mechanical inspector directly at least 24 hours in advance for any and all required inspections. All inspections will be scheduled the next working day, if notice is given before 3:00pm.

**Residential:** Al Russo (208) 709-5740  
**Commercial:** Jason Letham (208) 317-3365  
**Mechanical:** Wyatt Penfold (208) 709-6810

It is the responsibility of the applicant to arrange State Electrical and Plumbing inspections, and present proof of compliance prior to issuance of Certificate of Occupancy.

8. Street addresses are required on all new or remodeled structures, consisting of minimum 3" height numbers, and are plainly visible and legible from the street or road fronting the property.
9. If applicable, Water Meters will be installed by the Public Works Department. Call 354-2362 to schedule.

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## INSTALLATION PERMIT APPLICATION CHECKLIST

All plans must be drawn to scale on reproducible paper with minimum dimensions of at least 11" X 17"

\_\_\_\_ **Title:** Two copies of the mobile home's **Title** must be submitted to demonstrate compliance with the federal manufactured housing construction and safety standards act of 1974, effective June 15, 1976.

\_\_\_\_ **Site Plan:** Two copies of the Site Plan (example attached) must accompany all plans indicating the location within an existing Mobile Home Park, including the property lines, setbacks, street frontages with street names, easements, water and sewer lines, driveway(s), parking, any trees to remain, north arrow, and drawing scale (drawn to a standard engineer's scale). Staking may be required.

# SAMPLE SITE PLAN

SITE PLAN  
1"=15'

ZONING: R-1	
LOT SIZE: 11,502 SF	
LOT COVERAGE: 19%	
SETBACKS	
REG.	PROP.
FRONT	20' 24'
REAR	20' 45'
E. SIDE	10' 27'
W. SIDE	10' 20'

STRUCTURE	
TOT FLOOR	1096 SF
2ND FLOOR	768 SF
PORCH	60 SF
GARAGE	448 SF
DRIVEWAY	1200 SF

