



GEM COUNTY DEVELOPMENT SERVICES DEPARTMENT

109 S. MCKINLEY AVENUE EMMETT, IDAHO 83617
BUILDING DEPARTMENT

PHONE (208) 365-5144

WEB PAGE www.gemcounty.org

MOBILE-MANUFACTURED HOME REQUIREMENTS

1. APPROVAL OF ZONING COMPLIANCE (LETTER FROM P&Z ADMINISTRATOR)
2. PROOF OF PROPERTY OWNERSHIP
3. COPY OF THE TITLE IN APPLICANT'S NAME (USED) AND/OR BILL OF SALE/CONTRACT (NEW) WITH VIN NUMBER FOR THE MANUFACTURED HOME
4. DRIVEWAY PERMIT FROM GEM COUNTY ROAD DEPARTMENT
(402 N. Hayes 365-3305)
5. PERMIT FROM SOUTHWEST DISTRICT HEALTH DEPARTMENT FOR SEPTIC SYSTEM
(1008 E. Locust 365-6371)
6. PLOT PLAN MAP
7. FLOOR PLAN OF HOME
8. MOBILE-MANUFACTURED HOME MUST BE ON A PERMANENT FOUNDATION.
MUST PROVIDE TWO (2) SETS OF PLANS FOR THE FOUNDATION.
EXCEPTIONS:
 - TEMPORARY HOUSING APPROVED BY THE ADMINISTRATOR/ZONING COMMISSION.
 - TEMPORARY HOUSING ALLOWED WHILE CONSTRUCTING PERMANENT HOUSING.
(MOBILE-MANUFACTURED HOME NOT ON A PERMANENT FOUNDATION MUST BE INSTALLED TO CODE AND MUST BE SKIRTED.)
9. MOBILE-MANUFACTURED HOMES MANUFACTURED PRIOR TO JUNE 15, 1976 MUST HAVE CERTIFICATE OF COMPLIANCE APPROVED BY THE IDAHO STATE DIVISION OF BUILDING SAFETY – MANUFACTURED HOUSING SECTION. NO EXCEPTIONS.
10. APPROVAL FROM THE IRRIGATION DISTRICT
11. MOBILE-MANUFACTURED HOMES NOT ALLOWED IN SUBDIVISIONS IF EXCLUDED BY COVENANTS
12. MUST COMPLY WITH IDAHO STATE REGULATIONS. Electric- (208-334-2183) Plumbing/HVAC- (208-334-3442)
13. COMPLETED AND SIGNED SNOW LOAD DISCLOSURE FORM (IF SNOW LOAD REQUIREMENT EXCEEDS 30 PSF AS PER IDAHO MANUFACTURED HOME INSTALLATION STANDARDS SECTION 301.03).
14. MUST HAVE FINAL INSPECTION AND CERTIFICATE OF OCCUPANCY-BEFORE BEING OCCUPIED (FAILURE TO OBTAIN OCCUPANCY PERMIT WILL BE A VIOLATION OF COUNTY ORDINANCES AND WILL BE CITED)