



# Getting Started with Factory-Built Housing

## Building Department Guide [V09.09.22]

The intent of this guide is to provide a broad overview of the review process for factory-built housing located in the City of Missoula as it pertains to the Building Department (only). This is not an exhaustive guide; additional information may be required depending on the project. See also 'Additional Requirements' below.

### STEP 1: SELECT A UNIT THAT IS ALLOWED IN MISSOULA CITY LIMITS

A factory-built home shall meet ALL the following criteria to be moved into Missoula City limits:

- i. *Manufactured*: Shall be constructed to *HUD Standards* (built after June 15, 1976)  
*Modular*: Shall be constructed to the currently adopted *International Residential Code* [IRC] Standards.
- ii. *Manufactured*: Shall bear a *HUD certification label* and data plate.  
*Modular*: Shall bear a *State of Montana-Factory Assembled Structures* plate with a serial number.
- iii. Shall have been built off-site in a factory after January 1, 1990.
- iv. A *manufactured* home shall be at least 900 SF measured from the outside walls of the structure.

Note: This limit does not apply to *modular* homes.

**Exception:** Items 3 and 4 above, do not apply if a manufactured home is replacing a legal non-conforming mobile home, or when located within a registered mobile home park. All currently noncompliant factory-built housing located within the city limits now or at the time of annexation into the city may continue to stay within the city and be utilized for residential purposes. [Title 16.02.010]. For more information contact the [Current Planning Division](#).

### STEP 2: APPLY FOR A BUILDING PERMIT.

Building permit applications should include the following information:

- A photograph of the unit's [HUD Certification Label](#) [*See example*] or MT Factory Assembled Structures Plate.
- A photograph of the unit's [HUD Data Plate](#) showing the unit meets our local design criteria [*See example*]
- A site plan (drawn to scale) with; dimensions to all property lines shown, utility and parking locations. When located in a mobile home park, include dimensions to unit lines as well.

*Note:* The home generally must be located on the lot at least five feet away from a property line abutting a neighboring parcel and at least 10 feet away from any other homes on the lot regardless of allowable Zoning setbacks. Alternative separation distances may be acceptable, but typically require modification to the structure. A complete [Site Plan Checklist](#) is required for all building permit applications.

- Elevations or photos of each side of the manufactured home, indicating the total height of the home.
- Provide framing plans for decks, stairs or landings at exterior doors. They shall be freestanding and not attached to the factory-built structure in any way.
- Provide foundation plans for the unit type. There are two types of factory-built housing; *modular* which is built to the standards of the *International Residential Code* and *manufactured* which is built to *Housing and Urban Development* (HUD) standards.

Manufactured Homes (HUD standards)	Modular Homes (IRC standards)
<ul style="list-style-type: none"><li><input type="checkbox"/> Provide plans for a Department of <i>Housing Land and Urban Development</i> (HUD) permanent frost protected foundation design. It shall be stamped by a MT licensed engineer.</li></ul> <p><i>Note:</i> This option is generally much more affordable. It will look like the skirting seen around many manufactured homes. There are national companies that are one-stop shops for stamped HUD foundation designs and foundation certificate/inspections. These companies provide stamped plans for permitting, have a network of inspectors who inspect the foundations and will issue a <i>foundation certificate</i>. Please provide the city inspector with a copy of this <i>certificate</i> at the time of your final building inspection.</p>	<ul style="list-style-type: none"><li><input type="checkbox"/> Provide plans for a frost protected permanent foundation design which demonstrates compliance with the <i>International Residential Code</i>.</li></ul> <p><i>Note:</i> This option is generally more costly than <i>Option 1</i>. It will look like a traditional house foundation (no skirting). This option can allow for a basement below the manufactured home. It is possible to design this foundation without an engineer, using CH 4 of the <i>International Residential Code</i>. Once a permit is issued, schedule footing and foundation inspections with the city before pouring concrete.</p>



### STEP 3: APPLY FOR RELATED PERMITS

Below is a list of permits commonly required when installing factory-built housing.

- Electrical Permit:** Required to install a new service or to connect the unit to power.
- Mechanical Permit:** Required if there are gas lines involved in the hookup.
- Plumbing Permit:** For connecting to existing city water and sewer stub-outs.  
Note: Excavation permit required for new water/sewer taps at the main lines.
- Building Permit:** A building permit is required for all associated egress decks, stairs, landings etc. or other freestanding structures over 200 SF. Free standing structures over 120 SF require a zoning compliance permit.
- Moving Permit:** A permit may be required to move the home if it will impact the flow of traffic in any way, block streets, weave in between stoplights, or if any traffic control is needed. If that is the case, the structural mover must email [coordinators@ci.missoula.mt.us](mailto:coordinators@ci.missoula.mt.us) to get a moving permit prior to transporting the structure in city limits. The purpose of this permit is to coordinate with emergency services.

### STEP 4: SCHEDULE INSPECTIONS AND PASS FINAL INSPECTIONS

A 'Final Building Inspection' is required to receive a *Certificate of occupancy* before moving into the home. After the permit is issued, inspections can be scheduled by texting the word SCHEDULE to (888) 413-4439. [\[View IVR inspection codes\]](#).

#### TIPS for passing the *Final Building Inspection*

- Manufactured Homes:** Upload a copy of the HUD Foundation Certificate to the permit record (under docs/attachments) for the city inspector to verify at the final inspection.
- Permanent address numbers must be installed per the currently adopted *International Residential Code* and be clearly visible from the street. [IRC - R319.1]
- Inspector will verify there is a code compliant path of egress from the inside to the outside of the home. Make sure permanent, code compliant steps/landings etc. are installed at all exits.
- Final inspections on all mechanical, electrical, and plumbing inspections must be passed before scheduling a final building inspection.
- Inspectors will look for compliance with the fire separation requirements and any additional decks/stairs etc.

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### ADDITIONAL REQUIREMENTS

The following parties have additional related requirements.

- The City of Missoula [Current Planning Division](#) has additional requirements in [Title 20](#) and [Title 16](#). They can be reached at (406) 552-6625 or [zoningdesk@ci.missoula.mt.us](mailto:zoningdesk@ci.missoula.mt.us).
- Apply for permits [online](#). The City of Missoula Permit Coordinators can assist with permit application questions. They can be reached at (406) 552-6060 or [coordinators@ci.missoula.mt.us](mailto:coordinators@ci.missoula.mt.us).

### ADDITIONAL RESOURCES

Guide: *Factory-Built Housing: Setup Requirements*