

Building Safety DepartmentCity of Rexburg

35 North 1st East Rexburg, Idaho 83440

SINGLE FAMILY RESIDENTIAL APPLICATION CHECKLIST

The following items should be completed <u>before</u> you submit your building permit application.

*Reasonable accommodations will be made upon request.

Complete the Following:

- □ 2 sets of site plans (see Site Plan Checklist on page 2)
- □ 2 sets of building plans drawn to scale (see box below) stamped by a licensed professional
 - Foundation Plan, Floor Joist Layout, Floor Plan, Roof Layout, Truss Details, Sectional Views, Front, Back, and Side Elevations, Mechanical Layout, Stair Details, and any details required to illustrate special construction.)
- □ Structural Calculations (see box below) stamped by a licensed Engineer
- Energy Compliance Report: As per the 2012 IECC, a RESCheck is required (available online at www.energycodes.gov)
- □ Homeowner's Exemption signed, if Homeowner is doing work on their own home. (see page 4)
- Building Permit Application signed by a registered General Contractor. (see page 3)
- Mechanical Permit Application signed by a registered Mechanical Contractor. (see page 5)
- □ Electrical Permit Application signed by a registered Electrical Contractor. (see page 6)
- □ Plumbing Permit Application signed by a registered Plumbing Contractor. (see page 7)
- □ Property Line form signed by builder. (see page 8)
- ☐ Affidavit of Legal Interest signed by owner. (see page 9)
- Subcontractor list filled out. (see page 10)

Subdivisions: If you plan to build in a subdivision please check the Rexburg Development Code for any requirements such as, property setbacks, architecture board approval, etc.

This information is available at http://rexburg.org/pages/development-code.

Seismic Design Category – D Ground Snow – 50 lbs. per sq. ft. Roof Snow Load – 35 lbs. per sq. ft. Wind Load – 90 MPH Frost Depth – 36"



Building Safety Department

City of Rexburg 35 North 1st East Rexburg, Idaho 83440

Permit Policies Acknowledgement

The City of Rexburg Building Safety Department is determined to provide excellent customer service. In an effort to help you

-	City of Rexburg Permit Policies, listed below are several policies which you proceeding with your project.	
	n within the City of Rexburg which requires a permit shall not begi do not have a pink building permit signed by the Building Inspecto t.	
as	uilding without the pink building permit signed by the Building Inspector values and the project to be red tagged. If your project is red tagged, halting fficial may remove the red tag. If the red tag is removed by anyone but a Circular control of the red tag.	ng all construction, only a City
No building may	be occupied without receiving a signed Certificate of Occupancy.	
	a building is occupied without receiving a signed Certificate of Occupancy, ccupants will be evicted.	citations will be issued and the
_	tions is the responsibility of the applicant and their contractor. In and not to the inspector. Inspections called in later than 8 AM will	
Initials po	an inspection is not done, the inspector may require any measures to be ta erform the inspection. (Example: If the electrical rough in inspection is not ut up, the inspector may require the sheetrock be removed in order to perf spection.)	done and the sheetrock has been
If an inspector sa	Certificate of Occupancies and Building Permits is only verified the sys something like "You're good to go", understand that you still not be the Permit Technician before you are truly good to go.	
I I	ven if you hear from an inspector that 'you're good to go', ultimately if you ertificate of Occupancy, the above policies will be enforced.	do not have a Building Permit or
	sibility to relay this information on to anyone who this would be a ors will be held to this standard with no exceptions.	pplicable to for your project.
o Ti	ne above policies will be enforced to all, regardless if you pass this informa	tion on to them or not.
Annligant's Name (Cignotine.	Data



Building Safety Department

City of Rexburg 35 North 1st East Rexburg, Idaho 83440

SITE PLAN CHECKLIST

□ 1 Site plan must be drawn to scale, be legible and also be submitted electronically if possible. □ 2. Adjoining streets labeled. □ 3. Right-of-way location and width, curb to curb widths and sidewalk location. □ 4. Building location, sq footage and dimensions, with distance to property lines and distances between buildings. □ 5. Show existing and proposed easements. □ 6. Existing utilities (waterlines, sanitary sewer lines, manholes, storm drains). □ 7. Proposed utilities including tie in location to existing services and new easements. □ 8. Proposed storm drain and sanitary sewer elevations (for pipe inverts at manholes and catch basins). ■ 9. Storm drainage plan for parking lot and roof areas, with calculations. □ 10. Fire hydrants and fire suppression lines (including tie to City lines). □ Sprinkled □ Not Sprinkled □ 11. Indicate Fire apparatus access. □ 12. Parking (including parking lot, drainage arrows, dimension of lot, distance between rows, and total numbers). ■ 13. Landscaping (type and total area, including dimensions). ■ 14. Trash facilities. □ 15. North Arrow Included □ 16. Proposed street improvements (curb, gutter, sidewalk, pavement, etc.) □ 17. Legal description of proposed building site included. ■ 18. Percent of lot covered by building or paving calculated. ■ 19. Show 10% snow storage area. **D** 20. Distance of entrances from street corner indicated. \square 21. Current Vicinity Map. (81/2 x 11") at 1" = 300' scale, showing location of the property.

SITE PLANS MUST BE COMPLETE AND SUBMITTED FOR REVIEW **BEFORE** THE PROJECT WILL BE PLACED ON THE PLANNING & ZONING AGENDA.

□ 22. Lighting Plan

www.rexburg.org



Building Safety Department

City of Rexburg 35 North 1st East Rexburg, Idaho 83440

BUILDING APPLICATION

Single Family Residence

For Office Use Permit Number: Digital Plans Included: □ CD □ USB □ Dropbox □ Not Included Permit Type: □ New □ Remodel □ Addition □ Basement Finis Deposit Amount: □ \$500 New Const. □ \$100 Other than New Const. Deposit Included with Application: □ Yes □ New □ Remodel □ Addition □ Basement Finis			
1. Property Owner Name:			
2. Applicant Name: Role: (Owner, Tenant, Contractor, etc.) Address: City: State: Zip Code: Phone & Type: Office \(\backsimeta \) Mobile Email: Contact/Rep. Name: Phone: Email:			
3. General Contractor Name:			
4. Project Description Address:			
Applicant's Name (print): Date:			



Building Safety Department

City of Rexburg 35 North 1st East Rexburg, Idaho 83440

EXEMPTIONS FROM STATE REGISTRATION

As of January 1, 2006, the City of Rexburg can no longer sell permits without having a copy of your State registration number or your exemption from the State registration. Please send a copy of your state registration or fill out this form showing your exemption and send it with your license renewal or your next permit application.

(This list is a summarization of Idaho Code Title 54 Chapter 5205, for full definitions of these exemptions please see the State's website at www.ibol.idaho.gov/cont.htm)

	Currently State licensed pursuant to Title 54 Idaho Code, Chapters:
	3 Architects,
	10 Electrical Contractors/Journeyman,
	12 Engineers/Surveyors,19 Public Works Contractors (exempt from fee only registration required),26 Plumbing/Plumbers,
	$\frac{45}{5}$ Public Works Construction Management Licensing Act (exempt from fee only registration required), or $\frac{50}{5}$ Installation of heating, ventilation and air conditioning systems
	Employee or volunteer of a licensed contractor or part of an educational curriculum or nonprofit charitable activity with no wages or salary
	Employee of a US Government agency (State, City, County, or other municipality)
	Public Utility doing construction, maintenance, or development to its own business
	Involved with gas, oil or mineral operations
	Supplier doing no installation or fabricating
	Contracting a project or projects with a total cost less than \$2000
	Operation of a farm or ranch or construction of agriculture buildings exempt from Idaho Building Code
	Any type of water district operations
	Work in rural districts for fire prevention purposes
	Owner who performs work on own property or contracts with a registered contractor to do work as long as the property is not for resale within 12 months
	Owner or lessee of commercial property performing maintenance, repair, alteration or construction on that property
	Real estate licensee/property manager acting within Idaho Code
	Engaging in the logging industry
	Renter working on the property where they live with the property owners approval
	Construction of a building used for industrial chemical processing per Idaho Code
	Construction of a modular building (defined by Idaho Code) to be moved out of state
	I hereby certify that the above information is true and correct to the best of my knowledge.
Sig	gnature Date

www.rexburg.org



Building Safety Department

City of Rexburg 35 North 1st East Rexburg, Idaho 83440

Affidavit of Legal Interest

State of Idaho County of Madison		
I,		
Name		Address
City	,	State
	upon oath, depose and say: Owner of Record, skip to B)	
A. That I am the recor	d owner of the property descr	ribed on the attached, and I grant my permission to:
Name	Address	
to submit the accompa	anying application pertaining	to that property.
resulting from		arg City and its employees harmless from any claim or liability ents contained herein or as to the ownership of the property
Dated this	day of	, 20
	 Signature	
Subscribed and swo	rn to before me the day and ye	ear first above written.
	 Notary Publ	ic of Idaho
	Š	
	Resid	ling at:
	My co	ommission expires:

www.rexburg.org



Building Safety Department
City of Rexburg
35 North 1st Fast

35 North 1st East Rexburg, Idaho 83440

Property Lines

Each site plan that is submitted to the City of Rexburg for the Building Permit process requires that property lines are shown accurately. It is the Developer's responsibility to correctly identify on the site plan the location of these lines in reference to the public right-of-way, other adjoining property lines, the street, other structures and all utility lines. The Developer should find property pins that are still available at the lot in question. If these pins do not exist or have become unrecognizable then a new survey should be performed.

Accurate property line information is a must for a timely review. In addition to finding existing property pins, legal descriptions should be checked. The best way to identify property line location is with a land survey. The City of Rexburg has aerial photos and a parcel line layer that can be checked, but they are only a tool and are not guaranteed for accuracy. If you want to request a copy of your lot, see the front counter at the Community Development Department.

I have read and understand the above requirements.		
Signature	Date	
Printed Name	-	



Building Safety Department

City of Rexburg 35 North 1st East Rexburg, Idaho 83440

BUILDING APPLICATION

Mechanical

For Office Use Permit Number: Fees Paid: □ Yes □ No	Permit Type: □ New	□ Remodel □ A	Addition 🗖 Basement Finish
1. Property Owner			
Name:Address:		Stato	7in Codo:
Phone & Type:	Email:	state	Zip code
Under Idaho Building Code, a homeowner is allowed t			
Are you a homeowner doing work on your own home			meowner's Exemption page)
☐ No: I am a contractor working for the homeowner ☐ NOTE: Any contractors/sub-contractors involved will need to submit their or	No: This property is a Mu	_	
2. Mechanical Contractor			
	Registration #:		_ Exp.:
Name:Address:	City:	State:	Zip Code:
Phone & Type: Office	e ☐ Mobile Email:		
Contact/Rep. Name:	Phone:	Email:	
Mechanical Contractor Authorized Signature:			Date:
3. Project Description	1 - 4 4 Dl 1- 4	Carla diani ai an	
Address:			
Check one: ☐ New Construction* ☐ Remodel		t Finisn	
Description of work:		Calculated Fee (See Below): \$
		_	•
□ Up to \$10,000 = (total cost of system x .02) + \$60 □ \$10,001-\$100,000 = ((total cost of system -10,000) x .01) + \$260 □ \$60,000 = ((total cost of system -10,000) x .01) + \$260 □ \$10,000			
Over \$100,001 = ((total cost of system -100,000) x . New Single-Family Residential Work: Sq. Ft.	005) + \$1,160		
•	\$195 - 2 501-3 500 \$a	Ft = \$260 □ 3	501-4 500 Sq. Ft = \$325
□ Up to 1,500 Sq. Ft. = \$130 □ 1,501-2,500 Sq. Ft. = \$195 □ 2,501-3,500 Sq. Ft. = \$260 □ 3,501-4,500 Sq. Ft. = \$325 □ Over 4,500 Sq. Ft. = \$325+(65 x # of additional 1,000 Sq. Ft. (or portion thereof)) \$			
New Multi-Family Residential: \square Duplex = \$260 \square Three or more units = \$((130 x # of buildings)+(65 x # of units))\$			
New work on any other residence and Detached Shops: = $\{(55 + (10 \times \# \text{ of HVAC fixtures}))\}$			
Miscellaneous: ☐ Gas Pressure = \$65 ☐ Furnace on			Requested Inspection = \$65
☐ Gas Line = \$65 ☐ Fireplace/	Solid Fuel Burning Unit = \$	665 🗖 Technica	al Service = \$65/hour
☐ Plan Check =10% of Contracted An	nount		
APPLICANT'S SIGNATURE, CERTIFICATION AND AUTHORIZATION: Under penalty of perjury, I hereby certify that I have read this application and state that the information herein is correct and I swear that any information which may hereafter be given by me in hearings before the Planning and Zoning Commission or the City Council for the City of Rexburg shall be truthful and correct. I agree to comply with all City regulations and State laws relating to the subject matter of this application and hereby authorized representatives of the City to enter upon the above-mentioned property for inspections purposes. NOTE: The building official may revoke a permit on approval issued under the provisions of the 2012 International Code in cases of any false statement or misrepresentation of fact in the application or on the plans on which the permit or approval was based. Permit void if not started within 180 days. Permit void if work stops for 180 days.			
Applicant's Name (print):	Signature:		Date:



Building Safety Department

City of Rexburg 35 North 1st East Rexburg, Idaho 83440

BUILDING APPLICATION

Electrical

For Office Use Permit Number: Permit T Fees Paid: □ Yes □ No	'ype: □ New □ Remodel □ Addition □ Basement Finish		
1. Property Owner Name:	n their own home. Skip to #3 and complete the Homeowner's Exemption page) roperty is a Multi-family Residence or Commercial Property.		
2. Electrical Contractor Name: Regis Address: City: Phone & Type: Dffice Mobile Contact/Rep. Name: Phone: Electrical Contractor Authorized Signature:	Email: Email:		
3. Project Description	Block #: Subdivision: nce		
New Commercial Work: Contracted amount: \$	1-\$100,000 = ((total cost of system -10,000) x .01) + \$260		
New Single-Family Residential Work: Sq. Ft. □ Up to 1,500 Sq. Ft. = \$130 □ 1,501-2,500 Sq. Ft. = \$195 □ 2,501-3,500 Sq. Ft. = \$260 □ 3,501-4,500 Sq. Ft. = \$325 □ Over 4,500 Sq. Ft. = \$325+(65 x # of additional 1,000 Sq. Ft. (or portion thereof)) \$ New Multi-Family Residential: □ Duplex = \$260 □ Three or more units = \$((130 x # of buildings)+(65 x # of units))\$			
New work on any other residence and Detached Shops: = \$(65 + (2000)) Miscellaneous: □ Small Works (work costing less than \$200 with the control Heating/Cooling Systems = \$65 □ Spas, Hot Tubs, and	10 x # of branch circuits)) \$ no change in service connections)=\$10(needs no inspection.] I Swimming Pools = \$65 ☐ Requested Inspection = \$65		
☐ Pumps - Water, Irrigation, Sewage (per motor) = ☐ \$65 up to 25 ☐ Irrigation Machine = \$65 for center pivot + \$10 per tower of dri ☐ Temporary Amusement = \$65 + \$10 per ride, concession, or ger ☐ Temporary Construction Services ONLY = \$65 (200 amp or less	ve motor \$		
APPLICANT'S SIGNATURE, CERTIFICATION AND AUTHORIZATION: Under penalty of perjury, is correct and I swear that any information which may hereafter be given by me in hearings be shall be truthful and correct. I agree to comply with all City regulations and State laws relating City to enter upon the above-mentioned property for inspections purposes. NOTE: The building International Code in cases of any false statement or misrepresentation of fact in the application started within 180 days. Permit void if work stops for 180 days. Applicant's Name (print): Signature	I hereby certify that I have read this application and state that the information herein fore the Planning and Zoning Commission or the City Council for the City of Rexburg to the subject matter of this application and hereby authorized representatives of the ng official may revoke a permit on approval issued under the provisions of the 2012 on or on the plans on which the permit or approval was based. Permit void if not		



Building Safety Department

City of Rexburg 35 North 1st East Rexburg, Idaho 83440

BUILDING APPLICATION

Plumbing

For Office Use Permit Number: Fees Paid: □ Yes □ No	Permit Type: □ New	□ Remodel 【	□ Addition □ Basement Finish
1. Property Owner			
Name:		G	7: 0 1
Address:	City:	State:	Zip Code:
Phone & Type: □ Office □ Mobile Under Idaho Building Code, a homeowner is allowed to			
_			H
Are you a homeowner doing work on your own home	· •	-	
☐ No: I am a contractor working for the homeowner I		ılti-family Res	idence or Commercial Property.
NOTE: Any contractors/sub-contractors involved will need to submit their o	wn signed applications.		
2. Plumbing Contractor			
Name:	Registration #:		Exp.:
Name:Address:	City:	State:	Zip Code:
Phone & Type: □ Offic	e □ Mobile Email:		
Contact/Rep. Name:	Phone: Em	ail:	
Plumbing Contractor Authorized Signature:			Date:
3. Project Description Water Meter Quantity: Address:OR-	Lot #: Block #:	Subdivision	: Size.
Check one: ☐ Single-family Residence ☐ Multi-fa Check one: ☐ New Construction* ☐ Remodel Description of work:	mily Residence 🛮 Comme	ercial	
New Commercial Work: Contracted amount: \$		Calculated Fe	e (See Below): \$
\square Up to \$10,000 = (total cost of system x .02) + \$60		(total cost of s	system -10,000) x .01) + \$260
\square Over \$100,001 = ((total cost of system -100,000) x			
New Single-Family Residential Work: Sq. Ft.			
☐ Up to 1,500 Sq. Ft. = \$130 ☐ 1,501-2,500 Sq. Ft. =	\$195 2 ,501-3,500 Sq.	Ft. = \$260	3,501-4,500 Sq. Ft. = \$325
□ Over 4,500 Sq. Ft. = \$325+(65 x # of additional 1,000 Sq. Ft. (or portion thereof)) \$			
New Multi-Family Residential: \square Duplex = \$260 \square Three or more units = \$((130 x # of buildings)+(65 x # of units))\$			
☐ Gray Water Systems = \$130 ☐ Lawn Sprinklers/I	Backflow device = \$65 🗖 M	ultipurpose Fi	re Sprinkler & Domestic Water
Supply System = \$65 or \$4 per sprinkler head (whichever is greater)			
New work on any other residence and Detached Shop	s: = \$65 for sewer and wat	er stub connec	ctions 🗆
Miscellaneous: ☐ Sewer Line = \$65 ☐ Water Line = \$65 ☐ Sewer and Water Line = \$65 ☐ Requested inspection = \$65			
☐ Sewer Turnaround (septic to city) = \$65 ☐ Hydron	nic Heating = \$65 + (\$10 x #	of manifolds	/zones)
☐ Technical Service = \$65/hour ☐ Plan Check = 10%	of Contracted Amount		
APPLICANT'S SIGNATURE, CERTIFICATION AND AUTHORIZATION: Under position to the second of the second o	me in hearings before the Planning an State laws relating to the subject matte NOTE: The building official may revok	d Zoning Commission or of this application te a permit on appro	on or the City Council for the City of Rexburg and hereby authorized representatives of the wal issued under the provisions of the 2012



Building Safety Department

City of Rexburg 35 North 1st East Rexburg, Idaho 83440

Subcontractor List

Excavation & Earthwork:		
Concrete:		
Roofing:		
Drywall:		
Plumbing:		
	Special Construction (Manufacturer or Supplier)	
Roof Trusses:		
Floor/Ceiling Joists:		
Other:		