

Building Permit Checklist

All items on this checklist must be presented before any information will be accepted.

The following items are needed to apply for a building permit:

- Flood Plain—Verify if property is in a flood plain
 - Elevation Certificate is required if the building site is within a flood plain. Contact an engineering firm.
- Recorded Warranty Deed (a copy may be obtained from the Clerk's Office in the Courthouse)
- Septic Permit—Ray Keating, Eastern Idaho Public Health, 380 Community Lane, Rigby, ID 83442, (208) 745-7297
- Copy of the building contractor's State Registration.
- Copy of the installer's license if moving in a mobile home.
- TWO sets of complete drawings—(must be drawn to scale of no smaller than 1/8" = 1')
 - Cross Sections
 - Elevations
 - Engineered truss design
 - Floor System Design
 - Full Foundation drawing
 - Electrical Plan showing the location of smoke alarms
 - Window & door schedule [list of all windows & doors with dimensions and U Factor (0.35)]
- Site plan showing setbacks, well, septic, property lines, driveway, etc. (Details on *Setback Requirements* and *Site Plan Requirements* sheets)

The plan review fee of 10% of the building permit cost is due when the plan is turned in. The building inspector has ten (10) working days to approve the building permit. Once approved, our office will notify you when permit is ready. Payment for the remainder of the building permit is required at the time the permit is picked up.

The inspector also requires twenty-four (24) hour advance notice for all inspections. Permit numbers and inspection sheet must be posted and protected before any inspection will be made. To schedule an inspection, please call (208) 745-9220 or (208) 745-1387

Other Contacts and State Inspectors Contact Information

Idaho Water Resources – (208) 525-7161—for well drilling information
Eastern Idaho Public Health – Ray Keating – (208) 745-7297—for septic permit information
Division of Building Safety Application for Inspection Permit -
http://dbs.idaho.gov/Permit_Forms/permit_app.pdf
Assistance to Complete the State Inspection Permit – (208) 334-3950 or (800) 955-3044
State Plumbing Inspector – Inspection Request (208) 332-8966
State Electrical Inspector – Shelly Ferris – Inspection Request (800) 839-9239
HVAC Inspector – Inspection Request (208) 334.6180

Setback Requirements

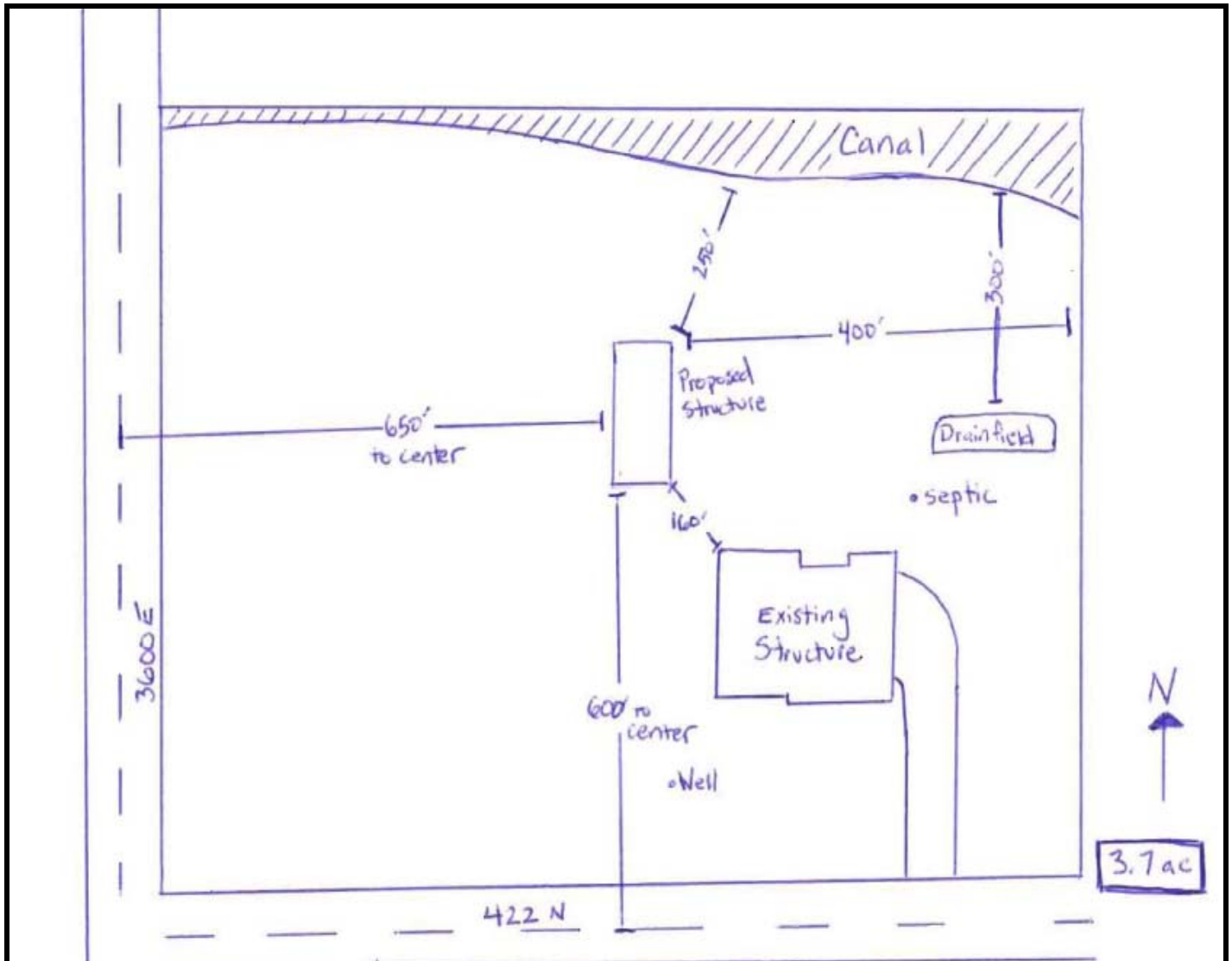
- **All Residential Zones [R1 (lot size ≥ 1 acre) & R5] Setbacks**—80' from the centerline of all county roads, 10' from the side property lines, 10' from the rear property line, and 100' from the center point of any cul-de-sacs.
- **R1 (<1 acre & $\geq 3/4$ acre)**—75' from the centerline all county roads, 10' from the side property lines, 10' from the rear property line, and 100' from the center point of any cul-de-sacs.
- **R1 (< $3/4$ acre)**—65' from the centerline of all county roads, 10' from the side property lines, 10' from the rear property line, and 100' from the center point of any cul-de-sacs.
- **All Agricultural Zones (Ag10, Ag20 & Ag40) Setbacks**—80' from the centerline of all county roads, 10' from the side property lines, and 25' from the rear property line.
- **All Commercial Zones (C1 & C2) Setbacks**—80' from the centerline of all county roads, 90' from the centerline of the road if the road is a major or minor arterial, 0' from the side property lines, and 15' from the rear property line.
- **All Industrial Zones (LI & HI) Setbacks**—80' from the centerline of all county roads, 90' from the centerline of the road if the road is a major or minor arterial, and 15' from the rear property line, 100' from the rear property line if the property is adjacent to a Residential Zone.
- **Setback from all canals** is 60' from the high watermark (i.e., the bank closest to the building site).
- **Setback from all levy canals and rivers** is 80' from the high watermark (i.e., the bank closest to the building site).
- CORNER LOTS OR PARCELS ***MUST*** MEET SETBACKS FROM ALL COUNTY ROADS CONTIGUOUS WITH PROPERTY

Site Plan Requirements

All site plans **are required** to include the following information, in detail, if applicable:

- | | |
|--|--|
| <input type="checkbox"/> Property lines | <input type="checkbox"/> Waterways (canals and rivers) |
| <input type="checkbox"/> Well | <input type="checkbox"/> Roads |
| <input type="checkbox"/> Septic & Drainfield | <input type="checkbox"/> Setbacks from the proposed structure to all of the above features (See <i>Setback Requirements</i> sheet) |
| <input type="checkbox"/> Existing structures | <input type="checkbox"/> Size of parcel |
| <input type="checkbox"/> Proposed structure | <input type="checkbox"/> North Arrow |

Example



General Permit Information

Owner Information

Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Contractor Information

Contractor Name: _____ Company: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____

Property Location and Use

Type of Structure: _____ Parcel: RP _____

Street Address: _____ Section: _____ Township: _____ Range: _____

City: _____ State: _____ Zip: _____

Lot: _____ Block: _____ Zone: _____ Subdivision: _____

Setback Information

Front: _____ Side: _____ Side: _____ Rear: _____

Distance from other buildings if applicable: _____

Building Information (Please Circle Applicable Type)

Structure: New Remodel Addition Repair Renewal Manufactured

Footing: Concrete Masonry Other _____

Floors: Wood Concrete Other _____

Exterior Walls: Wood Concrete Metal Masonry Veneer Stucco Other _____

Interior Walls: Wood Concrete Plaster Masonry Drywall Tile Other _____

Roof: Build_up Composite_Shingles Roll_Roof Wood_Shingles Tile Metal Other _____

Ceiling: Wood Plaster Acoustic Drywall Tile Open Other _____

Heat: Gas Coal Electric Oil Fireplace Other _____

Foundation: Concrete Masonry Other

Insulation: Walls Floor Ceiling Perimeter Other _____