

City of Menan
ZONING PERMIT REQUIREMENTS

- Payment for the permit is required at the time the permit is turned in.**
- All permits issued will expire one year after the time the permit was issued.**
- Every permit issued will become invalid if work permitted has not commenced within 180 days, or if work has been suspended or abandoned for 180 days. One or more extensions may be granted by the building official in writing.**

INSPECTOR CONTACT INFORMATION

- **City of Menan Building Official – Jeff Geisler (Jefferson County) – (208) 745-9220**
- District Seven Health Department – Ray Keating – (208) 745-7297
- State Plumbing Inspector – (208) 332-8966
- State Electrical Inspector – Shelly Ferris – (800) 839-9239
- HVAC Inspector – (208) 334-6180

SETBACKS ARE AS FOLLOWS:

Village District:

Building: 20 feet from the front property line, 15 feet from side property lines and 25 feet from rear property line.

Traditional Residential District:

Building: 25 feet from the front property line, 15 feet from side property lines, and 25 feet from rear property line.

Agricultural Residential District:

Building: 80 feet from the front property line, 25 feet from side property lines, and 50 feet from the rear property line.

If you have questions, please call the City of Menan office at (208) 754-8876

City of Menan
Zoning/Building Permit Checklist

All checklist information must be provided before any permits will be issued

Flood Plain – Verify if property is or is not located within a flood plain.

Elevation certificate is required if building is located in a flood plain. Contact engineering firm.

Recorded Warranty Deed - A copy may be obtained from the County Clerk's office in the Rigby courthouse.

1. Architectural letter from architectural committee (if required),
2. Copy of building contractor's state registration,
3. Copy of installer license if moving in a manufactured or mobile home.

Manufactured Homes – MUST have a valid HUD sticker and must have been Division of Building Safety rehabilitation if older than June 15, 1976.

The use of a Manufactured Home as permanent residential dwelling on an individual lot in the Village District provided the following standards are met:

1. Multi-section and at least 20' wide
2. Has minimum floor area of 1,000 sq. ft.
3. Must have a minimum roof slope of 25% (3:12) and overhang eaves
4. Has roofing and siding materials which are generally acceptable for site-built housing.

Residential light framed construction – (Built on site)

Two sets of complete drawings (must be drawn to scale no less than 1/8" = 1')

1. Site plan showing size and location of new construction and existing structures and distance to lot lines,
2. Exterior wall cross section including footing and foundation reinforcement and all wall components,
3. Front, side and rear elevations,
4. Engineered truss or stick built roof design,
5. Engineered floor systems design by manufacturer of system,
6. Stairway section drawing,
7. Window and exterior door schedule showing tempered windows, U-factors and sizes indicating egress requirements,
8. Res.check building energy performance analysis,
9. Electrical drawing showing smoke detectors, egress lighting, room lighting, and exhaust fans.

Commercial Construction

Three sets of complete drawings (must be drawn to scale no less than 1/4" = 1')

1. Site plan showing to scale the size and location of new construction and existing structures on the site, distance from lot lines, the established street grades and the proposed finish grades,
2. Code analysis, occupancy group, occupancy load, construction type,
3. Fire protection systems drawing if required,
4. Com.check building energy performance analysis,
5. Means of egress,
6. Accessibility requirements,
7. Fire rated construction if required,
8. Electrical, plumbing and mechanical drawings.

Construction documents should be signed, sealed and dated by a design professional

CITY OF MENAN

Application for Zoning Permit

Please fill out all information as completely as possible, and return it to the City Clerk.

Date: _____

Owner: Name _____
 Address _____
 Phone No. _____

Applicant: Name _____
(If different than Address _____
owner.) Phone No. _____

Address or legal description of the property (required for all inspections-can be found on warranty deed of the property):

Proposed use or modification of property: _____

Zoning district: _____

Please Include: Two copies of the building plan with a site plan. The building plan will show the building heights. The site plan will show the actual dimensions and the shape of the lot to be built upon; the size and location of existing buildings on the lot, if any; the access of proposed on-site parking; and the location and type of screening property lines, buildings and structures, setbacks and easements shall be delineated on the plan.

Number and dimensions of off-street parking spaces and loading spaces (if needed):

Proposed water and sewer facilities: _____

Existing and proposed easements (if any):

Proposed storm drainage (for multi-family, commercial and industrial developments and new residential only):

Builder (and address): _____

Architect (and address): _____

Designer (and address): _____

Please mark the appropriate items:

Footings:	Concrete _____ Masonry _____ Other _____	Foundation:	Concrete _____ Masonry _____ Other _____	Basement:	Full _____ Partial _____ None _____
Floors:	Wood _____ Concrete _____ Other _____	Exterior Walls:	Wood _____ Masonry _____ Concrete _____ Vinyl _____ Metal _____ Stucco _____ Other _____	Interior Walls:	Wood _____ Masonry _____ Concrete _____ Drywall _____ Plaster _____ Tile _____ Other _____
Insulated:	Walls _____ Ceiling _____ Floors _____				
Ceiling:	Wood _____ Drywall _____ Plaster _____ Tile _____ Acoustic _____ Open _____ Other _____	Roof:	Built Up _____ Wood Shingle _____ Composite Shingle _____ Tile _____ Asphalt _____ Metal _____ Other _____	Heat:	Gas _____ Oil _____ Coal _____ Fireplace _____ Electric _____

By signing this application you acknowledge that the information contained within this application is true to the best of your knowledge.

Value of Building

Signature

The approved or disapproved plan will be returned within thirty (30) days.