

## **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](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

# General Permit Information

## Owner Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## 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 \_\_\_\_\_

## 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   |
| <input type="checkbox"/> Driveway            |  |

### Example

