

# 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
  - Window & door schedule [list of all windows & doors with dimensions and U Factor (0.35)]
- ❖ Site plan showing well, septic, property lines, set backs and driveway. Setback minimums are:
  - **All Residential Zones [R1 (lot size  $\geq 1$  acre) & R5] Setbacks** – 80' from the centerline of road, 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 of road, 10' from the side property lines, 10' from the rear property line, and 80' from the center point of any cul-de-sacs.
  - **R1 (< $3/4$  acre)** – 65' from the centerline of road, 10' from the side property lines, 10' from the rear property line, and 65' from the center point of any cul-de-sacs.
  - **All Agricultural Zones (Ag10, Ag20 & Ag40) Setbacks** – 80' from the centerline of road, 10' from the side property lines, and 25' from the rear property line.
  - **All Commercial Zones (C1 & C2) Setbacks** – 80' from the centerline of road, 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 road, 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).

**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 – Kent Spencer – Inspection Request (208) 332-8966

State Electrical Inspector – Shelly Ferris – Inspection Request (800) 839-9239

HVAC Inspector –Ron Larsen – Inspection Request (208) 569-5821