

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)
- Application for Access Permit
- Septic Permit—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.
- Site plan showing setbacks, well, septic, property lines, driveway, etc.
 - (Details on *Setback Requirements* and *Site Plan Requirements* sheets)
- Engineered truss design
- Floor System Design
- TWO sets of complete drawings
 - (must be drawn to scale of no smaller than 1/8" = 1' plans must be 11" x 17" or larger)
 - Cross Sections
 - Elevations
 - 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)]

The plan review fee of 10% of the building permit cost is due when the plan is turned in. The building inspector has up to ten (10) working days to approve the building permit, from the date the complete application is received. Once approved, our office will notify you when the permit is ready. Payment for 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 – (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 – 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 & $\geq \frac{3}{4}$ 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 (< $\frac{3}{4}$ 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 for habitable structures. (i.e., the bank closest to the building site). Non-habitable structures may be allowed within the 60' setback with discretion of reasonable setback for cleaning and maintenance.
- **Setback from all levy canals and rivers** is 80' from the high watermark for habitable structures (i.e., the bank closest to the building site). Non-habitable structures may be allowed within the 60' setback with discretion of reasonable setback for cleaning and maintenance.
- **CORNER LOTS OR PARCELS *MUST* MEET SETBACKS FROM ALL COUNTY ROADS CONTIGUOUS WITH PROPERTY**



Application for Access Permit

Date: _____ Access Permit Number: _____

Property Owner/Applicant: _____ Phone: _____

Address: _____ E-mail: _____

Address or legal description of property: _____

Land Use: _____ Surrounding Land Use: _____

Quarter Section: _____ Section: _____ Township: _____ Range: _____

Subdivision: _____ Lot: _____ Block: _____

Road Name/Number: _____ What side of Road: ___N ___S ___E ___W

Type of Access: ___ Driveway ___ Commercial ___ Farm ___ Private Road ___ Public Road

Check one: ___ New Access ___ Change in access ___ Removal of Access ___ Relocation of Access
___ Temp Access

Nearest Intersection: _____ Type of Surface to be Constructed: _____

Culvert size under access for drainage: _____

Include a site plan sketch showing the location and type of access. It should indicate the access position relative (distances) to landmarks such as roads, other driveways, fence lines, power poles, gates, etc. Please include a north arrow. Inspections may be required.

Applicant hereby applies to Jefferson County for permission to construct an access. All work shall conform to the Jefferson County Access Management Ordinance. The access shall be maintained as approved and shall not present a traffic hazard for road or driveway users.

Disclaimer: Jefferson County will not take responsibility for ensuring that all other conditions of any other agency have been complied with. It is the responsibility of the property owner to meet Protective Covenants.

Applicant's Signature: _____ Date: _____

Official Use Only

Check Number / Cash: _____ Receipt Number: _____

___ Approved ___ Denied Reviewed By: _____ Date: _____

Comments: _____

Inspection 1

Date: _____ Inspection Performed By: _____

Inspection Notes: _____

Inspection 2

Date: _____ Inspection Performed By: _____

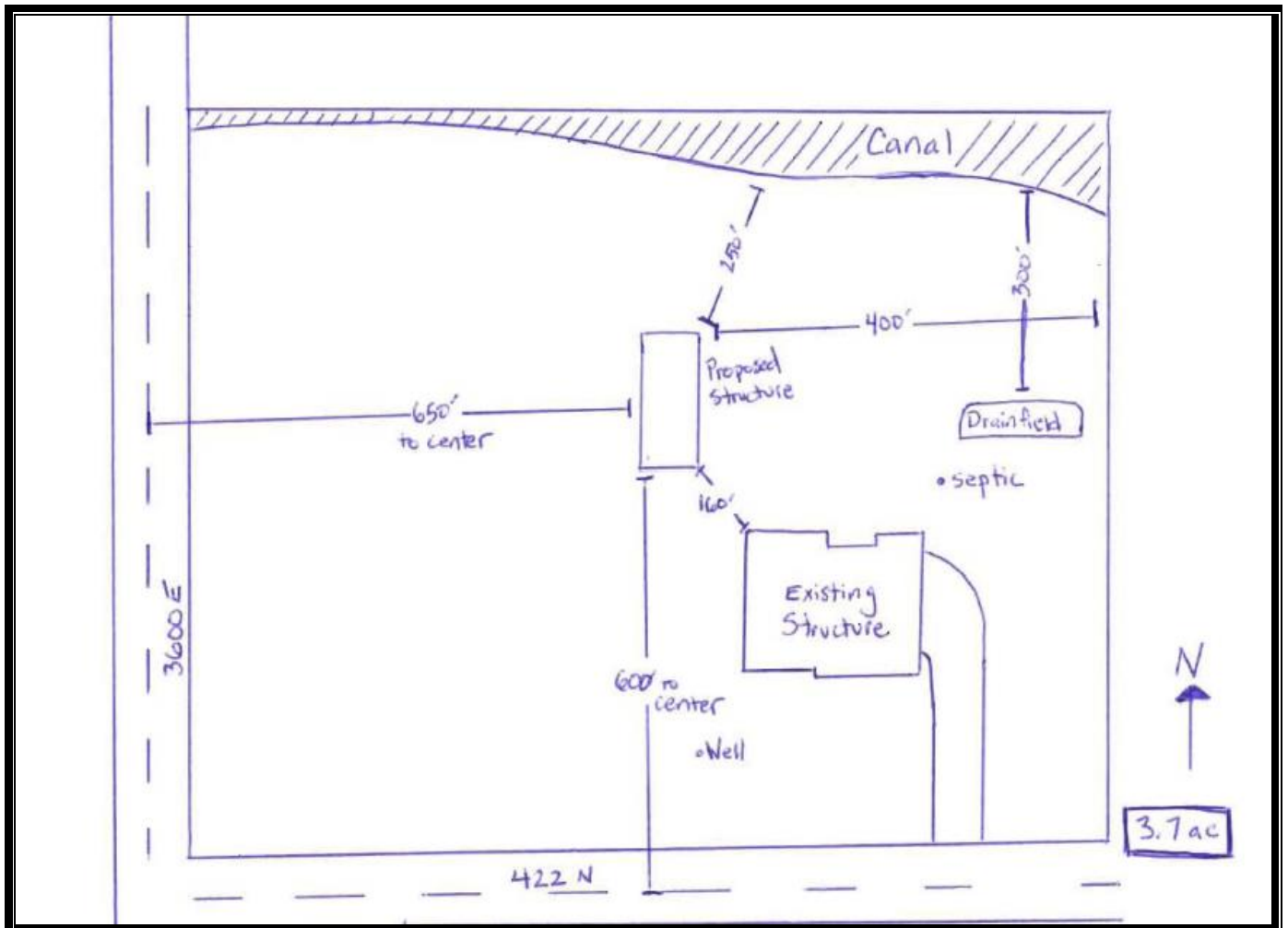
Inspection Notes: _____

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



General Permit Information

Owner Information

Permit Holder/Point of Contact

Name: _____

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

Home Phone: _____ Cell Phone: _____

Contractor Information

Permit Holder/Point of Contact

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: _____ Zone: _____

Lot: _____ Block: _____ Division: _____ 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 _____

Basement/Shop Interior: Finished Unfinished

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 _____

Square Feet

Main Level _____

Basement _____

Cold Storage _____

Garage _____

Patio/Deck _____

Shed _____

Other _____

Total Square Feet _____