



# MANUFACTURED PERMIT APPLICATION

**CANYON COUNTY DEVELOPMENT SERVICES DEPARTMENT**

111 North 11<sup>th</sup> Avenue, #310, Caldwell, ID 83605

Phone: 208-454-7458 Fax: 208-454-6633

**\*PLEASE READ ATTACHED BUILDING PERMIT CHECK-LIST & SITE PLAN CHECK-LIST BEFORE YOU APPLY\***

<b>PROPERTY OWNER</b>	OWNER NAME:	
	MAILING ADDRESS:	CITY/ZIP:
	PHONE:	EMAIL:

<b>(AGENT) ARCHITECT ENGINEER BUILDER</b>	CONTACT NAME:		CONTRACTOR LICENSE#:
	COMPANY NAME:		
	MAILING ADDRESS:	CITY/ZIP:	
	PHONE:	EMAIL:	

In lieu of the property owner signature, the Applicant/Builder affirms that he/she is an appointed representative of the property owner for the sole intent of filing an application for this permit. Applicant/Builder agrees to indemnify, defend, and hold harmless Canyon County, its elected officials, offices, departments, employees and agents against all liability related to signing this form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>SITE INFO</b>	STREET ADDRESS:		CITY/ZIP:	
	PARCEL #:	LOT SIZE/AREA:		
	LOT:	BLOCK:	SUBDIVISION:	
	ZONING DISTRICT:		FLOODZONE (YES/NO):	

MANUFACTURED HOME INFORMATION			
<input type="checkbox"/> NEW MANUFACTURED	<input type="checkbox"/> HEAT PUMP	<input type="checkbox"/> ATTACHED GARAGE/CAR PORT	<b>HOME MANUFACTURER</b>
<input type="checkbox"/> REHABILITATION COMPLETE	<input type="checkbox"/> AD VALORUM	<input type="checkbox"/> MOVE-ON	
<input type="checkbox"/> COVERED PORCH/PATIO	<input type="checkbox"/> USED/YR	<input type="checkbox"/> AIR CONDITIONER	<b>YEAR</b>
<input type="checkbox"/> STANDARD SET (W/SKIRTING)	<input type="checkbox"/> PERMANENT FOUNDATION		
<input type="checkbox"/> HOME TO BE DECLARED REAL PROPERTY	<input type="checkbox"/> DECLARED AS REAL PROPERTY		<b>VALUE</b>
<input type="checkbox"/> BASEMENT (FURNISH CONSTRUCTION DRAWINGS)			
LENGTH X WIDTH	S.F. LIVING SPACE	# OF SECTIONS	<b>\$</b>

All information provided within this application is correct to the best of my knowledge. I understand that the acceptance of this application does not guarantee that a Building Permit or a Zoning Compliance Certificate will be issued and that this application will be used to help determine if the project complies with the Canyon County Zoning Ordinance and adopted Building Code.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Daytime phone #: \_\_\_\_\_

PERMIT NUMBER:	DATE RECEIVED:
RECEIVED BY:	APPLICATION FEE: CK MO CC CASH



# Building Permit Checklist

**WHAT YOU NEED TO HAVE TO SUBMIT FOR A BUILDING PERMIT. THIS CHECKLIST APPLIES TO NEW RESIDENCES, MANUFACTURED HOMES, MOVE-ON RESIDENCES, ACCESSORY STRUCTURES (SHOPS, SHEDS) AND COMMERCIAL STRUCTURES AND ADDITIONS TO ANY OF THE ABOVE MENTIONED. THE ITEMS BELOW MUST BE SUBMITTED IN ORDER TO APPLY. INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED.**

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## Residential – New Built Homes, Remodels/Additions, Move-on Homes:

- A detailed site plan (see attached example Site Plan Checklist your site plan must include).
- Deed or Sales Agreement if you have owned the property 60 days or less.
- Two (2) sets of building plans to scale (must be ¼” scale or larger) must include all the construction details and labeled floorplan.
- One (1) copy (8X11 paper size) of the floorplan and one copy (8X11 paper size) detailed site plan.
- You will need to provide a copy of a **preliminary approval** from **Southwest District Health** for your individual septic and drain field or approval from the City to hookup to City Services if applicable. If you have community septic (subdivision community septic) this approval is not necessary.
- You will need to provide a copy of an individual **approach approval** from the servicing **Highway District** for each new individual primary residence for approach off the road to your parcel and new secondary residences added on the parcel.
- You will need to provide a copy of a **turn-around approval** from the servicing **Fire District** for any residence that has the back of the residence 150’ or greater from a public or private road. (All shops with living quarters require this same approval).
- If your parcel is in a subdivision, make sure to read the **Plat Notes** on the subdivision plat for any special requirements that may apply to your construction.
- If your parcel is **located** in a mapped Floodplain, a **Floodplain Development Permit**, Elevation Certificate and additional \$80.00 fee will be required (please inquire with a Permit Tech for details).
- At intake a **\$80.00** Zoning Compliance Fee and a **\$180.00** Plan Review Deposit- non-refundable will be collected at time of submittal. We accept cash, checks and credit cards (2% convenience fee for cards).

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## Manufactured Homes – New and Used:

- A detailed site plan (see separate Site Plan Checklist for details your site plan must include).
- Warranty Deed/Sales Agreement if you have owned the property 60 days or less.
- Provide a Floorplan with the rooms labeled. Can be hand drawn or supplied by manufacturer.
- All previously lived in manufactured homes (used) must have the taxes paid before they are moved. You will need to provide a copy of the **AD Valorem** (the form from the Tax Assessor’s Office) from the County the manufactured home is being moved from, showing the taxes have been paid.
- You must provide the approved **Certificate of Rehabilitation** from the State of Idaho for all manufactured homes built **prior** to June of **1976**.
- You will need to provide a copy of a **preliminary approval** from **Southwest District Health** for your individual septic and drain field or approval from the City to hookup to City Services if applicable. If you have community septic (subdivision community septic) this approval is not necessary.
- You will need to provide a copy of an individual **approach approval** from the servicing **Highway District** for each new individual primary residence for approach off the road to your parcel and new secondary residences added on the parcel.

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### **Manufactured Homes – New and Used:**

- You will need to provide a copy of a **turn-around approval from** the servicing **Fire District** for any residence that has the back of the residence 150' or greater from a public road. (All shops with living quarters require this same approval).
- If your parcel is **located** in a mapped Floodplain, a **Floodplain Development Permit**, Elevation Certificate and additional \$80.00 fee will be required (please inquire with a Permit Tech for details).
- At intake **\$80.00 Zoning Compliance Fee, per section-charge, and Mechanical permit fee** will be collected at time of submittal. We accept cash, checks and credit cards (convenience fee for cards).

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### **Accessory Structures – Barns, Sheds, Shops, Carports, Etc....**

- Accessory Structures are **NOT ALLOWED** unless there is an **existing residence** on the parcel.
- A detailed site plan (see separate Site Plan Checklist for details your site plan must include).
- Two (2) Sets of building plans to scale (must be ¼" scale or larger ) must include all the construction details and labeled floorplan
- One (1) copy (copy paper size) of the floorplan and one copy (copy paper size) detailed site plan.
- You will need to provide a copy of an **accessory use approval** from **Southwest District Health** for verify of location of your individual septic and drain field - *THIS APPLIES EVEN IF THERE IS NOT SEPTIC HOOKUP, THIS APPROVAL IS TO INSURE YOU ARE NOT COVERING ANY EXISTING OR FUTURE SITES FOR YOUR SEPTIC AND DRAIN FIELDS.*
- If your parcel is located in a mapped Floodplain, a Floodplain Development Permit, Elevation Certificate and additional \$80.00 fee will be required (please inquire with a Permit Tech for details).
- At intake a **\$80.00 Zoning Compliance Fee** is charged will be collected at time of submittal. We accept cash, checks and credit cards (2% convenience fee for cards).

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### **Commercial Structures**

- A detailed site plan (see separate Site Plan Checklist for details your site plan must include).
- Two (2) Sets of building plans to scale (no less than a 1/4") that includes all the construction details and labeled floorplan. **All commercial-use structures require engineering.**
- One (1) copy (copy paper size) of the floorplan and one copy (copy paper size) detailed site plan.
- You will need to provide a copy of a preliminary approval from **Southwest District Health** for your individual septic and drain field or approval from the City to hookup to City Services if applicable. If there is a private septic system this is not applicable.
- You will need to provide a copy of the approval from the servicing **Highway District** for each new commercial approach or additional traffic due to a commercial addition.
- You will need the structural plans reviewed by the servicing Fire District. The Fire District may review them simultaneously as the County. **Final Commercial Fire District Approval** must be submitted before plans can be issued.
- At intake a **\$80.00 Zoning Compliance Fee** and a **\$180.00 Plan Review Deposit** (non-refundable) will be collected at time of submittal. We accept cash, checks and credit cards (2% convenience fee for cards).

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### **Engineering – State of Idaho Licensed Engineers are required for all plans that require engineering. We do not accept out of state engineering stamps.**

- Framed structures with walls over 12 feet in height and/or spans over 40 feet require engineering.
- Pole structures with walls over 16 feet in height and/or spans over 40 feet require engineering.
- All Metal/Steel structures require engineering for the structure and an engineered foundation plan.



# Site Plan – Check List

The site plan is a detailed GRAPHICAL description of existing and proposed site features on your parcel. **This information is crucial to the approval of your building permit application.** The below check list is for Residences, Accessory Structures and Commercial building permit applications. **SITE PLAN EXAMPLE IS ON THE BACK OF THIS CHECK LIST PAGE.**

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## Structures

- We need an accurate depiction of your entire parcel. This can be hand drawn, professionally drawn or it can be an aerial view from an internet mapping site.
- All proposed or existing structures must be indicated on the site plan. Measure in feet what the distance will be from the property boundaries and structures, include those measurements on the site plan. Setbacks are measured from the eaves of all structures.

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## Infrastructure

- Wells** – Indicate on the site plan where the well is located measured in feet from all structures and septic.
- Septic** – Indicate on the site plan where the septic and drain fields are located and their replacement sites, measured in feet from all structures and the individual well.
- Irrigation Ditches** – Indicate where there are irrigation ditches, measure in feet how far structures will be from them. Irrigation easements typically have more restrictive setbacks that will be applied. Check with your local Irrigation District so you know what the easement distance is.
- If your parcel has existing or proposed **settling ponds or drainage swales**, indicate their locations in relation to structures measured in feet.
- Areas of **steep slopes, hillsides, wetland and/or floodplains** must be indicated on the site plan. Please indicate where they are located in relation to structures.
- If your parcel requires a **Drainage & Grading Plan** for stormwater runoff, you will need to provide the engineering for your parcel from an engineer.

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## Easements – Shared Driveways, Private Roads, Utility, Etc.

**All easements, shared driveways, private roads, utility easements and irrigation easements, etc. Must be clearly drawn on the site plan with dimensions and locations measured in feet.**

- If your parcel shares a driveway and/or approach with one other parcel/residence indicate the location of the approach and driveway.
- If your parcel is located off a private road or major highway/freeway indicate the location.
- All approach locations must be measured in feet from the property boundaries.
- If your parcel has utility easements indicate them.
- Indicate the setback distance from the property boundaries to the structures (measured from the eaves).
- Indicate any proposed or existing fences.
- Indicate any freestanding commercial signs if applicable.
- Indicate any landscaping, hardscaping, such as berms, retaining walls, water features, large trees.
- Commercial plans need to indicate areas of activity, outdoor seating, food vendor areas, stockpiling, open pits, parking, etc.

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## Easement and Road Users Agreements – For Private Roads & Shared Driveways. A copy must be provided when submitting for a building permit.

- All private access easements require a legal description of the easement.
- All private roads require a Road User's Maintenance Agreement. This is a signed, notarized, recorded, legal document between all parties that use the easement for access. It states how the easement will be maintained and paid for by all the property owners in perpetuity.

