



# 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, POLE/POST FRAME BUILDINGS) 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.**

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

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- 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 shall provide a copy of **water supply and access 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 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).

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

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- 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.
- You shall provide a copy of **water supply and access 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).

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

- 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).

### **Accessory Structures – Post/Pole 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).

**POLE/POST FRAME BUILDINGS PLEASE SEE ENGINEERING SECTION FOR ADDITIONAL REQUIREMENTS**

### **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).

### **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 (RV Bays over 12’).
- Pole/Post framed structures require engineered plans.
- All Metal/Steel structures require engineering for the structure and an engineered foundation plan.