



Building Permit Checklist

WHAT YOU NEED TO HAVE TO SUBMIT FOR A BUILDING PERMIT. THE ITEMS BELOW MUST BE SUBMITTED IN ORDER TO APPLY. **INCOMPLETE SUBMITALLS WILL NOT BE ACCEPTED.**

Plans will only be accepted if they meet the Plan Requirements on page 3 & 4.

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

- ☐ A site plan detailing property lines, septic system location, well, proposed and existing structures, and setbacks from property lines.
- ☐ Deed or Sales Agreement
- ☐ One (1) set of building plans per the Plan Requirements (See attached).
- ☐ 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.
- ☐ Provide a copy of an individual **approach approval** from the servicing **Highway District** for each new residence.
- ☐ Provide a copy of **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.
- ☐ If the parcel was created with conditions of approval, read any special requirements that may apply to your construction (subdivision plat, CUP, director decision).
- ☐ If located off a private road or shared access easement, Copy of Road User's Maintenance Agreement is required.
- ☐ If the parcel is **located** in a mapped Floodplain, a **Floodplain Development Permit** is required. See floodplain development application/checklist.
- ☐ See adopted fee schedule for zoning and plan review fee deposit required at intake of building permit.

Manufactured Homes – New and Used:

- ☐ A site plan detailing property lines, septic system location, well, proposed and existing structures, and setbacks from property lines.
- ☐ Deed or Sales Agreement
- ☐ Provide a Floorplan with the rooms labeled. Can be hand drawn or supplied by manufacturer.
- Attached patios and/or garages require a set of plans per the Plan Requirements (See attached).
- ☐ 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.
- ☐ Provide the approved **Certificate of Rehabilitation** from the State of Idaho for all manufactured homes built **prior** to June of 1976.
- ☐ 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.
- ☐ Provide a copy of an individual **approach approval** from the servicing **Highway District** for each new residence.
- ☐ Provide a copy of **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.
- ☐ If located off a private road or shared access easement, Copy of Road User's Maintenance Agreement is required.
- ☐ If the parcel was created with conditions of approval, read any special requirements that may apply to your construction (subdivision plat, CUP, director decision).
- ☐ If the parcel is **located** in a mapped Floodplain, a **Floodplain Development Permit** is required. See floodplain development application/checklist.
- ☐ See adopted fee schedule for zoning and plan review fee deposit required at intake of building permit.

Accessory Structures – Post/Pole Barns, Sheds, Shops, Carports, Etc..:

- ☐ Accessory Structures are **NOT ALLOWED** unless there is an **existing residence** on the parcel.
- ☐ A site plan detailing property lines, septic system location, well, proposed and existing structures, and setbacks from property lines.
- ☐ Deed or Sales Agreement
- ☐ One (1) set of building plans per the Plan Requirements (See attached).
- ☐ Provide a copy of an **accessory use approval** from **Southwest District Health** for verification of the 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.***
- ☐ Provide a copy of an individual **approach approval** from the servicing **Highway District** for new approach being constructed.
- ☐ If the parcel is **located** in a mapped Floodplain, a **Floodplain Development Permit** is required. See floodplain development application/checklist.

Commercial Structures:

- ☐ A site plan detailing property lines, septic system location, well, proposed and existing structures, and setbacks from property lines.
- ☐ Deed or Sales Agreement
- ☐ Two (2) Sets of building plans per the Plan Requirements (See attached). **All commercial-use structures require engineering.**
- ☐ 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.
- ☐ Provide a copy of the approval from the servicing **Highway District** for each new commercial approach or additional traffic due to a commercial addition.
- ☐ The structural plans will need to be reviewed and approved 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.
- ☐ If located off a private road or shared access easement, Copy of Road User's Maintenance Agreement is required.
- ☐ If the parcel or use was created with conditions of approval, read any special requirements that may apply to your construction (subdivision plat, CUP, director decision).
- ☐ See adopted fee schedule for zoning and plan review fee deposit required at intake of building permit.

Ground Snow Load	Wind Speed ^a (mph)	Seismic Design Category ^f	Weathering ^g	Frost Line Depth ^h	Termite ^e	Decay ^d	Winter Design Temp ⁱ	Ice Shield Underlayment Required ^j	Flood Hazards ^h	Air Freezing Index ^j	Mean Annual Temp ⁱ
25 psf	115 Exposure C	B	Severe	24"	Slight to moderate	None to slight	10° F	No	CCFHAR 9/19/87	980	51° F

Plan Requirement Checklist:

Site Plan

- Must be drawn to scale
- Show property lines, the proposed location of the new building, and any existing buildings
- Show orientation and label the street, road or drive used for access
- Note the Design Criteria used for the plans

Floor Plan, drawn to $\frac{1}{4}" = 1'-0"$ or larger and showing the following

- Dimensions of all rooms and overall dimensions of the building.
- The proposed use of the room, i.e., bedroom, office, garage, etc.
- Location of plumbing fixtures.
- Door, window and opening sizes including the size of the header where required.
- Attached porches and patio covers, detail any beams supporting the roof, as well as any post to beam connections and post bases.
- Location of smoke and carbon monoxide detectors.

Foundation/Floor Framing, drawn to $\frac{1}{4}" = 1'-0"$ or larger, for each level, and showing the following

- Size of footings, foundation walls, piers and spread footings.
- Size and location of any required reinforcement or special hold-downs.
- Size and spacing of floor framing members.
- Crawlspace access locations.
- For slab floors, note the location of thickened edges and vapor barrier where required.
- Note method of foundation ventilation.

Elevations, drawn to $\frac{1}{4}" = 1'-0"$ or larger and showing the following

- All sides of the building.
- Wall covering materials.
- Roof covering, roof pitch and roof ventilation.
- Dimension the height of the wall and the ridge.
- Location of all doors and windows.
- Location of any decks, stairs and balconies.

Framing Sections, drawn to $\frac{1}{2}" = 1'-0"$ or larger and detailing the following

- Roof construction
- Floor construction
- Footing and foundation wall construction
- Wall construction
- Type of insulation and proposed R value at walls, floor and ceiling

Braced Wall Plan

- Show methods and locations of proposed wall bracing.
- Coordinate required hold-downs with Foundation plan.

Additional drawings or details as required for

- Retaining walls
- Basement walls
- Stairways
- Guard rails
- Roof Framing plan where pre-engineered trusses are NOT used.

Commercial plans must also include the following

- Code Analysis, note the adopted code used at time of permit application as well as the following:
 - Type of construction
 - Occupancy Classification & any required occupancy separation(s)
 - Actual/Allowed
 - Area
 - Building Height
 - Stories
 - Occupant Load
 - Required/Provided exits
 - Required/Provided restrooms
 - Required Fire Resistance of Exterior Walls
 - Required Opening Protection
 - Fire Resistive Construction requirements
 - Required Special Inspections
 - Com-check Energy Analysis prepared by an Idaho licensed Architect or Engineer
 - Parking lot design, including number of required spaces, accessible spaces, accessible route and connection to the public right-of-way.
- Plans must be prepared and stamped by a design professional registered in the state of Idaho.

Engineering required for the following

- All pole barns
- Walls greater than 12' in height
- Metal buildings
- Patio cover systems (Aluminum or Metal)
- Any building material, component, or system that is not described in the Adopted Building Codes.
- Retaining walls taller than 4' as measured from the bottom of the footing.