



# Building Permit Checklist

THE ITEMS BELOW ARE REQUIRED FOR SUBMITTAL. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

Plans will only be accepted if they meet the plan requirements on pages 3 & 4.  
See adopted fee schedule for zoning & plan review deposit required at intake.

**\*EFFECTIVE JANUARY 15, 2026: Private roads and shared private driveways must be constructed and certified prior to building permit issuance. (See separate Planning & Zoning applications.)**

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

- ☐ A site plan detailing property lines, setback measurements, septic & well location, easements, and proposed/existing structures. **Note: It is the owner's responsibility to locate all easements on the property. Written confirmation from the Irrigation District may be required for irrigation easements.**
- ☐ Deed or Sales Agreement if you have owned the property for 60 days or less.
- ☐ One (1) set of building plans per the plan requirements (See attached).
  - **If using generic plans and/or plans purchased online:** see the attached plan requirements page.
- ☐ 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 measures 150' or greater from a public road to the rear of the dwelling.
- ☐ 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).
- ☐ If located off a private road or shared access easement, a copy of the Road User's Maintenance Agreement is required.
- ☐ If the parcel is in a mapped floodplain, a **Floodplain Development Permit** is required. See floodplain development application/checklist.

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

- ☐ Accessory Structures are **NOT ALLOWED** without an **existing residence** on the parcel.
- ☐ A site plan detailing property lines, setback measurements, septic & well location, easement locations, and proposed/existing structures. **Note: It is the owner's responsibility to locate all easements on the property. Confirmation in writing from the servicing Irrigation District may be required.**
- ☐ Deed or Sales Agreement if you have owned the property for 60 days or less.
- ☐ One (1) set of building plans per the plan requirements (See attached).
  - **If using generic plans and/or plans purchased online:** see the attached plan requirements page.
- ☐ 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 ENSURE 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 any new approach being constructed.
- ☐ 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).
- ☐ If the parcel is in a mapped floodplain, a **Floodplain Development Permit** is required. See floodplain development application/checklist.

## Manufactured Homes – New and Used:

- ☐ A site plan detailing property lines, setback measurements, septic & well location, easements, and proposed/existing structures. **Note: It is the owner's responsibility to locate all easements on the property. Written confirmation from the Irrigation District may be required for irrigation easements.**
- ☐ Deed or Sales Agreement if you have owned the property for 60 days or less.
- ☐ Provide a floorplan with the rooms labeled. 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. Provide a copy of the **AD Valorem** form (located in the Tax Assessor's office) from the County in which the home is being moved, 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 measures 150' or greater from a public road to the rear of the dwelling.
- ☐ 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).
- ☐ If located off a private road or shared access easement, a copy of the Road User's Maintenance Agreement is required.
- ☐ If the parcel is in a mapped floodplain, a **Floodplain Development Permit** is required. See floodplain development application/checklist.

## Commercial Structures:

- ☐ A site plan detailing property lines, setback measurements, septic & well location, easements, and proposed/existing structures. **Note: It is the owner's responsibility to locate all easements on the property. Written confirmation from the Irrigation District may be required for irrigation easements.**
- ☐ Deed or Sales Agreement if you have owned the property 60 days or less.
- ☐ One (1) set of building plans per the plan requirements (See attached).
  - **All commercial-use structures require engineering. If applicable, civil plans may be required.**
- ☐ 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 be reviewed and approved by the servicing Fire District. The Fire District **may** review them concurrently with our department. **Final Commercial Fire District Approval** must be submitted and/or received before the permit and plans can be issued.
- ☐ If located off a private road or shared access easement, a copy of the 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).

Ground Snow Load	Wind Speed <sup>a</sup> (mph)	Category <sup>a</sup>	Seismic Design	Weathering <sup>a</sup>	Frost Line Depth <sup>b</sup>	Termite <sup>c</sup>	Decay <sup>d</sup>	Winter Design Temp <sup>e</sup>	Required Underlayment	Ice Shield Hazards <sup>h</sup>	Flood Index <sup>j</sup>	Air Freezing Temp <sup>h</sup>	Mean Annual Temp <sup>h</sup>
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:

**\*Generic plans and/or plans purchased online must meet Canyon County jurisdiction design criteria including but not limited to this 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.

**Engineering is required for the following:**

- All pole barns and post frame structures
- 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.

**Commercial plans must 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.