



ELMORE COUNTY BUILDING PERMIT APPLICATION
Building Permit Fee \$100.00 Plan Review Deposit
 We are unable to accept facsimile copies. Please complete in INK.

Land Use & Building Department Only

Date Application Submitted: _____ Building Permit: _____

Accepted by: _____ Receipt #: _____

Power Release Permit: _____ Deposit: _____

Admin Reviewed: _____ Zoning Reviewed: _____ Building Reviewed: _____ Notification for Pick-up: _____

Conditions: _____

PROPERTY OWNER OF RECORD

Name: _____

Address: _____

City: _____ State: _____

ZIP: _____ Phone: _____

Cell or other #: _____

Is the property owner doing the construction?
 _____ Yes _____ No

CONTRACTOR/MANAGER

Name: _____

Address: _____

City: _____ State: _____

ZIP: _____ Phone: _____

Cell or Other #: _____

Idaho Registration #: _____

Expiration Date: _____

Building Permit Application Purpose: _____

Parcel Number RP _____ Township _____ Range _____ Section _____

Quarter _____ (and/or) Lot _____ Block _____ Subdivision _____

Total acreage of property: _____ Current Zoning: _____

Site Address: _____

Driving directions: _____

Building Permit Requirement Checklist:

- One (1) set of Building Plans**
- RES Check-For Residential Plans**
- ACCA manual J, D, and S Energy Compliance (obtain from heat and air contractor)**
- Site Plan**, (see attachment) showing the following:
 - Parcel dimensions
 - Location and setbacks of the existing buildings, proposed buildings and/or additions/alterations
 - Proposed and existing driveways, easements, and waterways;
 - Proposed and existing building heights
 - Slopes, grading and drainage
 - Wells and drain fields
 - Indicate North direction

Agency Comments & Signatures

Notes for agency signatures.

1. It is recommended that applicants set up appointments with the following agencies once the application is complete with all required information.
2. Agency signature does not guarantee any future approvals.
3. Agencies may attach additional sheets of paper for comment and/or conditions if necessary.
4. Agencies may have additional comments and/or conditions at a later time.

Central District Health (or other Sewer District) Sewer Permit (580-6003) Date

Comment: _____

Roadway Jurisdiction (MHHD 587-3211) (GFHD 366-7744) (AHD 864-2115) Date

Comment: _____

Fire District (MHRFD 587-2117) (Oasis 796-2115) (GFFD 366-2689) (BGRFD 834-2511) (ARFD 864-2182) Date

Comment: _____

Assessor's Office (Verify Legal Description OR Tax Status If Manufactured Home) (ext. 247) Date

Comment: _____

Treasurer's Office (Verify Tax Status) (ext. 501) Date

Comment: _____

The owner and/or applicant affirms the following:

This application is completed in its entirety to include all required information and the information contained herein is true and correct as of the date it is received in the Land Use & Building Department.

Contractors are required to be currently registered with the State of Idaho pursuant to the Idaho Contractor Registration Act, effective January 1, 2006.

If there is a hillside involved in development (10% or greater grade to building envelope) there can be little to no gouging of hillside without grading plans submitted by a licensed engineer pursuant to Chapter 14 of the Elmore County Zoning and Development Ordinance.

The property owner is responsible for obtaining any other required permit applicable to this project.

Prior to first inspection property address must be posted at public road entrance, (Lot # if in a subdivision) AND property boundaries must be clearly marked.

Building Permits

All permits issued by the Land Use and Building Department ("Department") have to comply with the adopted IRC and IBC regulations. In the event a Building Permit ("Permit") extension is required the applicant must apply and pay for a Permit extension. The applicant must also provide justifiable cause as to why the extension is warranted. The Permit extension must be approved by the Department. In the event a Permit is 30 days from expiration the following will take place:

- The Department will provide notice that the Permit is 30 days from expiring and will include an extension form.
- In the event the permit is expired a new Permit must be issued by the department before construction can commence. This will include a new deposit and any additional fees pursuant to the current adopted Department fee schedule.

Please note that one seasonal extension will be granted, without fee, for Permits that have started and maintained construction progress in the Pine, Featherville, Prairie and Atlanta areas. In addition, extensions will be granted, without fee, for weather or natural disaster events.

Please note: It is the applicant's responsibility to request all extensions on Permits that are about to become expired.

Building Permit Fee and Deposit

The Permit fee is based upon the valuation of the structure in accordance with Section 109 of the IBC and the International Code Council Building Valuation Data which is updated every six months. Deposits are required to ensure final inspection is completed.

Approved Plans

The Department will only hold onto approved building plans for 30 days after approval. It is the applicant's responsibility to pay for the permit in a timely manner. In the event a Permit is not obtained within 30 days of approval the Department will mail back all plans and applications. The plan review fee will not be refunded. It will then be the applicant's responsibility to reapply. The Department is not responsible for building plans which accompany an application or are otherwise left in the office. It is recommended that the applicant/owner maintain a copy of the building plans. Once the Permit has been issued the plans that have been stamped by the Building Official must be kept onsite during the duration of the project. The Department scans in every set of plans, we do not maintain a paper set of plans.

Failed Inspections

The Department will not tolerate multiple failed inspections for the same type of inspection. For example, applicants will only be allowed to fail one framing inspection. If a second framing inspection is failed the Applicant must pay \$50 before another inspection can be accomplished. This cost will cover current time, expenses and mileage for the Building Official.

Time Limits

All Permits will have to be completed within **3 years** of the date of issuance regardless of inspections completed or extensions requested. In the event a Permit is not completed within 3 years the following will take place:

- The Department will provide notice that the permit is 30 days from expiration. The deposit and none of the building Permit money will be refunded.
- A new Permit must be issued by the Department before construction can commence. This will include a new deposit and any additional fees pursuant to the current adopted Department fee schedule.

- Please be aware that unfinished and unpermitted structures are a violation of the zoning and building codes adopted by Elmore County.

Construction Waste

There will be no dumping of construction waste at any of the County waste transfer facility. It is the permit holder's responsibility to obtain a waste container and/or trailer and keep the jobsite in a clean orderly manner. Construction waste shall only be disposed at approved locations.

I have read the above and understand my responsibilities.

Signature _____ **Date** _____

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 Elmore County, its elected officials, offices, departments, employees and agents against all liability related to signing this form.

BUILDING PERMIT SUBMISSION REQUIREMENTS

Notice: A delay in submitting any required documentation may result in a delay in the issuance of the building permit. A plan review fee of \$100.00 must be paid when submitting application. The list of required documentation is a guideline and may be subject to change without notice.

Residential

- A detailed site plan (does not have to be to scale) showing dimensions of the entire property (boundary lines); show and label the use of each existing structure and the proposed new structure (i.e. house, barn shop) showing approximate distances from the proposed structure to the property boundaries and between structures.
- Indicate where existing septic/well is in relation to structures; show any easements;
- One (1) complete set of Building plans ¼ to 1" scale, including a floor plan with rooms labeled;
- RES Check (Energy/R-values) www.energycodes.gov or prescriptive requirements;
- Manuals "J, S & D" Heating and Cooling Calculations (typically supplied by your HVAC Contractor); for new construction;
- Central District Health Department signature;
- Highway District signature;
- Fire District signature meeting driveway specs (if in a fire district);
- If the proposed structure is located within a flood area, you will need a Flood Development Permit, including an Elevation Certificate which requires a \$ 100.00 fee at time of application is submitted.

Manufactured Home

- A detailed site plan (does not have to be to scale) showing dimensions of the entire property (boundary lines); show and label the use of each existing structure and the proposed new structure (i.e. house, barn shop) showing approximate distances from the proposed structure to the property boundaries and between structures.
- Indicate where existing septic/well is in relation to structures; show any easements;
- Signature from County Assessor;
- Central District Health Department signature;
- Highway District signature;
- Fire District signature meeting driveway specs (if in a fire district);
- State Rehabilitation Compliance Checklist for Manufactured Homes constructed prior to June of 1976;
- If the proposed structure is located within a flood area, you will need a Flood Development Permit, including an Elevation Certificate which requires a \$ 100.00 fee at time of application is submitted.

Accessory Structure

- A detailed site plan (does not have to be to scale) showing dimensions of the entire property (boundary lines); show and label the use of each existing structure and the proposed new structure (i.e. house, barn shop) showing approximate distances from the proposed structure to the property boundaries and between structures.
- Indicate where existing septic/well is in relation to structures; show any easements;
- One (1) set of Building Plans ¼ inch in scale, including a floor plan;
- Central District Health Department signature;
- Highway District signature;
- Fire District signature meeting driveway specs (if in a fire district);
- If the proposed structure is located within a flood area, you will need a Flood Development Permit, including an Elevation Certificate which requires a \$ 100.00 fee at time of application is submitted.

Commercial Structure

- A detailed site plan (does not have to be to scale) showing dimensions of the entire property (boundary lines); show and label the use of each existing structure and the proposed new structure (i.e. house, barn shop) showing approximate distances from the proposed structure to the property boundaries and between structures.
- Indicate where existing septic/well is in relation to structures; show any easements;
- One (1) set of Building Plans ¼ inch in scale, including a floor plan;
- Com-Check;
- Central District Health Department signature;
- Highway District signature;
- Fire District Plan Review and signature (if in a fire district);
- Plans must be stamped by a Design Professional;
- If the proposed structure is located within a flood area, you will need a Flood Development Permit, including an Elevation Certificate which requires a \$ 100.00 fee at time of application is submitted.

EXAMPLE SITE PLAN:

- A. The site plan may be drawn with descriptive precision using the aid of drafting implements such as ruler, T squares, compasses, French Curves, etc. May be drawn either by hand or computer generated.
- B. Must be roughly scale using a drawing scale (for example: "1 in. = 10 ft.", "1 in. = 100 ft." etc.) and on a minimum of 8.5" x 11" paper.
- C. Show the boundaries of the parcel, including the dimensions (found on the survey) or plat.
- D. Show the location and dimensions of all existing buildings and structures.
- E. Show the location of the proposed project or division, including the structure dimensions and distances to property lines and existing buildings and structures.
- F. Show the location of all proposed and existing utilities, including power, phone, water, sewer systems, reserve drain fields, etc.
- G. Show the location and dimensions of all existing and proposed roads, driveways, parking areas, rights-of-ways, and easements.
- H. Show the location of any distinguishing physical features located on or adjacent to the property, including, but not limited to: streams, culverts, drainage ways, wetlands, slopes, bluffs, etc.
- I. If you have questions regarding these instructions, please see the example provided below. If you have questions not covered in the example, please call (208) 587-2142 ext. 254, for assistance.

Site plan must be roughly to scale, and on a minimum of 8 1/2" x 11" paper.

