



# ELMORE COUNTY BUILDING PERMIT APPLICATION

## Building Permit Fee \$100.00 Plan Review Deposit

We are unable to accept facsimile copies. Please complete in INK.

Date Application Submitted: _____		Department Use Only		Building Permit: _____	
Accepted by: _____				Receipt #: _____	
Power Release Permit: _____				Flood Plain Check: _____	
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

Email: \_\_\_\_\_

**CONTRACTOR/MANAGER**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

ZIP: \_\_\_\_\_ Phone: \_\_\_\_\_

Cell or Other #: \_\_\_\_\_

Idaho Registration #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Email \_\_\_\_\_

Parcel Number RP \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_

Quarter \_\_\_\_\_ (and/or) Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Total acreage of property: \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Application Purpose: \_\_\_\_\_

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

**Other Permits Required:**

- Idaho State Electrical
- Idaho State Mechanical
- Highway District Approach Permit
- Other \_\_\_\_\_
- Idaho State Plumbing
- Central District Health Department
- Idaho Department of Water Resources

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 Title 7 Chapter 5 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 Notice of Violation of Expired Building Permit will be recorded at the Elmore County Recorder's Office and 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. Once a new permit is obtained a Release of Violation will be recorded at the Elmore County Recorder's Office.

Please note that **one** seasonal extension will be granted, without fee, for Permits that have started and maintained construction progress in the Pine, Featherville, Fall Creek, Rocky Bar, 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](http://www.energycodes.gov) or prescriptive requirements;
- Manuals "J, S & D" Heating and Cooling Calculations (typically supplied by your HVAC Contractor); for new construction;
- 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;
- 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;
- 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;
- 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, easements, 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. 502, for assistance.

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

