ELMORE COUNTY BUILDING PERMIT APPLICATION

Residential Plan Review $100.00

Solar, Fireplace & Re-Roofs $150.00 *Commercial $200.00

****ALL BUILDING APPLICATIONS MUST BE PRECEDED BY A ZONING PERMIT"**

PLEASE NOTE: The *Building Permit* FEE is an additional cost based on square footage of your project and must be picked up 30 days from the date of issuance.

Land Use & Building Department Only

Date Application Submitted: _____ Zoning Permit:_____

Accepted by: _____ Receipt #: _____ Building Permit:_____

Admin: _____ Zoning: _____ Flood Plain: _____ Building: _____

Paid By: _____

PROPERTY OWNER OF RECORD	CONTRACTOR/MANAGER
Name: _____	**Name:** _____
Mailing Address: _____	**Address:** _____
City: _____ **State:** _____	**City:** _____ **State:** _____
ZIP: _____ **Phone:** _____	**ZIP:** _____ **Phone:** _____
E-Mail: _____	**E-Mail:** _____
Is the property owner doing the construction?	**Idaho Registration #:** _____
_____ **Yes** _____ **No**	**Expiration Date:** _____

AUTOMATIC DENIAL IF APPLICATION IS INCOMPLETE

Building Permit Application Purpose. Include Detailed Ideas and Future plans: _____

_____

_____

Parcel Number RP _____ Township _____ Range _____ Section_____

Quarter_____ (and/or) Lot _____ Block_____ Subdivision _____

Total acreage of property: _____ Current Zoning: _____ **Project Estimated Sq Ft:**_____

DESIGN NOTES – Information at: https://elmorecounty.org/land-use-and-building-department/building-permit-requirements/

Wind Speed Spec: _____ Snow load Spec: _____ Seismic Zone:_____ Footing Depth:_____

Site Address (Write TBD if none): _____

Driving directions: _____

_____

Building Permit Requirement Checklist:

☐ **One (1) printed set of Building Plans (detailed footing/foundation, framing, floor plan, electrical, windows/doors, heights noted)**
☐ **RES Check-For Residential Plans**
☐ **ACCA manual J, D, and S Energy Compliance (Obtain from heat and air contractor)** REQUIRED ON SITE ONLY

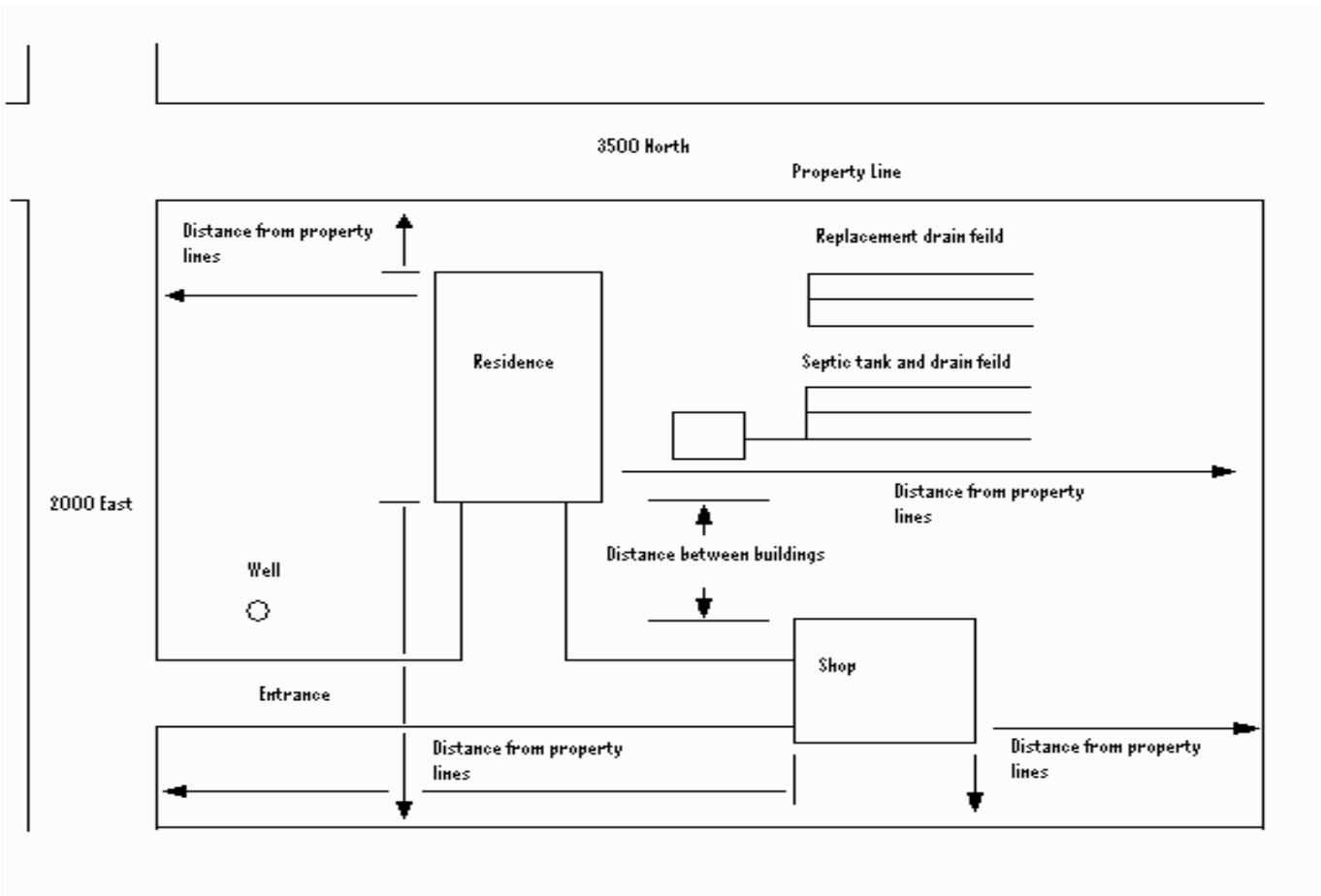
☐ **Site Plan**, (see example below) **MUST** show the following:

- ☐ Parcel dimensions
- ☐ Location and setbacks of the existing buildings, proposed buildings and/or additions/alterations
- ☐ Proposed and existing driveways, easements, and waterways **if building in flood-zone, more permits may be required.**
- ☐ Proposed and existing building heights; **restrictions may apply, and plans may need to be stamped by a design professional**.
- ☐ Slopes, grading, and drainage **if building on hillside more permits may be required**
- ☐ Wells and drain fields
- ☐ Indicate North direction

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. 502, for assistance.

Site plan must be roughly to scale, and on a minimum of 8 ½” x 11” paper.



BUILDING PERMIT SUBMISSION REQUIREMENTS

ALL BUILDING APPLICATIONS MUST BE PRECEDED BY A ZONING PERMIT

All structures REQUIRE the property lines to be staked by a licensed surveyor.

Residential- Includes Solar & Fireplace

- Applicant must have a completed and inspected driveway before the issuance of a building permit.
- 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) printed complete set of Building plans ¼ to 1" scale, including a floor plan with rooms labeled. Residential structure plans must be full size, 24"x36".
- 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. – *(Not applicable for **Solar or Fireplace**)*
- Central District Health Department signature. – *(Not applicable for **Solar or Fireplace**)*
- Highway District signature. – *(Not applicable for **Solar or Fireplace**)*
- Fire District signature meeting driveway specs (if in a fire district); – *(Required for **Solar & Fireplace**)*
- 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. – *(Required for **G.M. Solar**)*

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.

Agency Comments & Signatures

AUTOMATIC DENIAL IF APPLICATION IS INCOMPLETE

Required Prior to submission to Building Official for approval

Notes for agency signatures.

1. **ALL REQUIRED AGENCIES MUST BE SIGNED OFF PER "ZONING NOTES" OR APPLICATION WILL NOT BE ACCEPTED.**
2. 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.
5. If this a new residence, you will need to obtain signature from the following agencies.

_____

Central District Health (or other Sewer District) Sewer Permit (208-587-4407) Date

Comment: _____

_____

Roadway Jurisdiction (MHHD 208-587-3211) (GFHD 208-366-7744) (AHD 208-864-2115) Date

Comment: _____

_____

Fire District (MHRFD 208-587-2130 ext.1415) (Oasis 208-796-2115) (GFFD 208-366-2689) Date
(GVRFD 208-834-2511) (ARFD 208-864-2182) – *(Fire District **REQUIRED** for **Solar & Fireplace**)*

Comment: _____

_____

Assessor (For Manufactured Homes Only) Date

Comment: _____

_____

E-911 (Addressing & Road Naming) (208-587-2126 ext. 1265) Date

Comment: _____

The owner and/or applicant affirms the following:

All Contractors: are currently registered with the State of Idaho pursuant to the Idaho Contractor Registration Act, effective January 1, 2006. This is **REQUIRED**.

Hillsides, Grades or Slopes: 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.

Additional Permits: The APPLICANT is responsible for obtaining any other required permit applicable to this project including addressing. Please see ADDRESSING below for more information.

Building Permits:

ALL BUILDING APPLICATIONS MUST BE PRECEDED BY A ZONING PERMIT NO EXCEPTIONS. 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. **It is the applicant's responsibility to request all extensions on Permits that are about to become expired.** 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: **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.

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 **(Meaning the actual Building Permit fee is a separate fee from the application fee (aka Plan Review fee) and is based on square footage of your project/structure.)** Deposits are required to ensure final inspection is completed. 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.

Building Plans for elevations above 5,000ft:

Any plans for any building above Tollgate (areas above approximately 5,000ft in elevation) will require an engineer/design professional report completed on the drawn designs and engineered truss diagrams (engineered or design professional plans that are stamped/signed are exempt from the report). This report or the engineered/design professional plans must be submitted with this application and stamped by an engineer showing the structure will withstand 120lbs per sq.ft snow load and wind speeds of 115mph. This requirement is due to the extreme snow load in the mountain areas.

Building 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.

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:

- Whilst good for 3 years, we require activity on site every **180 days (6 mos).**
- If 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 be aware that unfinished and unpermitted structures are a violation of the zoning and building codes adopted by Elmore County.

Construction debris and Waste: **Absolutely NO dumping** of construction waste or debris at any of the County waste transfer facilities. Construction waste or debris shall only be disposed of at approved locations.

Site Facilities: Garbage dumpsters and sanitary facilities, such as a Port-a-Potty, need to be provided on your property (NOT IN THE ROADWAY) during and until construction is completed**. Inspections will not be done if these items are not provided.**

Addressing: It is the responsibility of the applicant (Owner or Builder) to acquire an address. A standard address marker will be ordered by Elmore County E-911 upon address assignment and will be installed by the County prior to the FINAL inspection. The address marker is a **separate** fee from E-911 and is **NOT** included in fees charged by Land Use & Building Department. Please contact the E-911 office at 208-587-2142 ext. 1265 or email: E911@elmorecounty.org

Inspections: **ALL** inspections must be called in the day before between the hours of 8:30am-4:30pm. **NO SAME DAY INSPECTIONS!** Prior to the first inspection, the property address **MUST** be posted at public road entrance, (Lot # if in a subdivision) AND property boundaries must be clearly marked. Inspections below 5,000 ft elevation are on M-W-F, above 5,000ft are on T & TH by calling 208-587-2142 x 502

Failed Inspections: The Department will not tolerate multiple failed inspections. If more than two inspections are failed the Applicant must pay $50 before another inspection can be scheduled and any subsequent failed inspections will follow the same fee schedule. This cost is to cover current time, expenses, and mileage for the Building Official. If more than six inspections are failed, the applicant will need to schedule a meeting with the director, building official and their contractor to develop a plan to move forward.

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By signing below, I affirm I have read the above and understand my responsibilities. I also affirm 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. *(A delay in submitting **any** required documentation may result in a delay in the issuance of the building permit.)*

Signature **Date**

BY INITIALING BELOW, I AFFRIM THAT I ACKNOWLEDGE IMPACT FEE'S MAY BE APPLIED AND I HAVE A RIGHT TO CONTACT THE LAND USE AND BUILDING DEPARTMENT FOR AN ESTIMATE. ***(If my initial is not applied that does not exempt me from paying impact fees. Please call the office at 208-587-2142 ext. 1255 if you have questions about Impact Fee's.)***

Initial **Date**

In lieu of the Property Owner Signature, the Applicant/Builder affirms that they are 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.

Applications can be submitted via US Mail to:

Elmore County Land Use and Building Department
2280 American Legion Blvd * Mountain Home, ID 83647
OR
Via email to **BOTH**:
kramsauer@elmorecountyid.gov and esmith@elmorecountyid.gov