

Building Permit Checklist

All items on this checklist must be presented before any information will be accepted.

The following items are needed to apply for a building permit:

- Flood Plain – Verify if property is in a flood plain
 - Elevation certificate is required if the building site is within a flood plain. Contact an engineering firm.
- Recorded Warranty Deed (a copy can be obtained from County Clerk’s Office)
- Septic Permit – Eastern Idaho Public Health, 380 Community Lane, Rigby, ID 83442 (208) 745-7297
- Copy of the building contractor’s State Registration
- Copy of installer’s license if moving in a mobile home.
- TWO** sets of complete drawings – must be drawn to scale of no smaller than 1/8” = 1’)
 - Cross Sections
 - Elevations
 - Engineered truss design
 - Floor system design
 - Full foundation drawing
 - Electrical Plan showing the location of smoke alarms
 - Window & door schedule (list of windows & doors with dimensions and U Factor (0.35)
- Site Plan showing setbacks, well, septic, property lines, driveway, etc. (Details on *Setback Requirements* and *Site Plan Requirements* sheets)

The Plan review fee cost is due when the plan is turned in. The building inspector has ten (10) working days to approve the building permit. Once approved, our office will notify you when the permit is ready. Payment of the remainder of the building permit is required at the time the permit is picked up.

The inspector also requires a twenty-four (24) hour advance notice for all inspections. Permit numbers and inspection sheet must be posted and protected before any inspection will be made. To schedule an inspection please call (208) 220-6310 – Jeff Geisler.

Other Contacts and State Inspectors Contact Information

Idaho Water Resources (208) 525-7161 – for well drilling information

Eastern Idaho Public Health (208) 745-7297 – for septic permit information

Division of Building Safety Application for Inspection Permit-

http://dbslidaho.gov/Permit_Forms/permit_app.pdf

Assistance to Complete the State Inspection Permit – (208) 334-3950 or (800) 955-3044

State Plumbing Inspector – Inspection Request (208) 332-8966

State Electrical Inspector – Inspection Request (800) 839-9239

HVAC Inspector – Inspection Request (208) 344-6180