

Building Permit Checklist

All items on this checklist must be presented before a permit application will be accepted.

All documents for electronic permits must be submitted as a PDF.

The following items are required 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 may be obtained from the Clerk's Office in the Courthouse)
- An approved Access Permit issued by Jefferson County Public Works or the Idaho Transportation Department.
- An approved Septic Permit-Eastern Idaho Public Health. If connecting to private sewer system an authorization to connect letter from Eastern Idaho Public Health.
- Copy of the building contractor's State Registration.
- Copy of the installer's license if moving in a mobile home.
- Site plan showing setbacks, well, septic, property lines, driveway, etc.
 - See details on *Setback Requirements* and *Site Plan Requirements* sheets (**minimum size 8½" x 11" must fill the page**)
- Engineered truss design (for each truss)
- Floor System Design
- TWO (2) sets of complete drawings
- THREE (3) sets of complete drawings if building inside City of Rigby
 - (**must be drawn to scale of no smaller than 1/8" = 1' plans must be 11" x 17" or larger with one plan per page that fills the page.**)
 - Cross Sections
 - Elevations
 - Full Foundation drawing
 - Electrical Plan showing the location of smoke alarms & CO detectors
 - Window & door schedule [list of all windows & doors with dimensions and U Factor (0.35)]

The plan review fee of 10% of the building permit cost is due when the plan is turned in. Once approved, our office will notify you when the permit is ready. Payment for the building permit is required at the time the permit is picked up.

The inspector also requires a minimum of **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) 745-1387 or (208) 745-9220.**

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 Plumbing, HVAC & Electrical Permits -

http://dbs.idaho.gov/Permit_Forms/permit_app.pdf

Assistance to Complete the State Permit Applications – (800) 955-3044

State Electrical, HVAC and Plumbing Inspections (800) 955-3044

Setback Requirements

- **All Residential Zones [R1 (lot size ≥ 1 acre) & R5] Setbacks**—80' from the centerline of all county roads, 10' from the side property lines, 10' from the rear property line, and 100' from the center point of any cul-de-sacs.
- **R1 (<1 acre & $\geq 3/4$ acre)**—75' from the centerline all county roads, 10' from the side property lines, 10' from the rear property line, and 100' from the center point of any cul-de-sacs.
- **R1 (< $3/4$ acre)**—65' from the centerline of all county roads, 10' from the side property lines, 10' from the rear property line, and 100' from the center point of any cul-de-sacs.
- **All Agricultural Zones (Ag10, Ag20 & Ag40) Setbacks**—80' from the centerline of all county roads, 10' from the side property lines, and 25' from the rear property line.
- **All Commercial Zones (C1 & C2) Setbacks**—80' from the centerline of all county roads, 90' from the centerline of the road if the road is a major or minor arterial, 0' from the side property lines, and 15' from the rear property line.
- **All Industrial Zones (LI & HI) Setbacks**—80' from the centerline of all county roads, 90' from the centerline of the road if the road is a major or minor arterial, and 15' from the rear property line, 100' from the rear property line if the property is adjacent to a Residential Zone.
- **RR/C Setbacks**— 80' from the centerline of all county roads/50' from property line, 15' from the side property line/100' from the property line if the property is adjacent to a Residential Zone. 10' from the rear property line.
- **R/O Setbacks**— 80' from the centerline of all county roads/50' from property line, 10' from the side property lines, and 25' from the rear property line.
- **Setback from all canals** is 60' from the high watermark for habitable structures. (i.e., the bank closest to the building site). Non-habitable structures may be allowed within the 60' setback with discretion of reasonable setback for cleaning and maintenance.
- **Setback from all elevated canals, levee canals and rivers** is 80' from the high watermark for habitable structures (i.e., the bank closest to the building site). Non-habitable structures may be allowed within the 60' setback with discretion of reasonable setback for cleaning and maintenance.

The elevated canals include the Mud Lake Users Canal, Butte Market Lake Canal, Independence Canal (west of Roberts) and the Jefferson Canal. The rivers known in Jefferson County as the Snake River, Dry Bed, Great Feeder, Camas Creek, Mud Lake, Market Lake and Ray's Lake.

- **CORNER LOTS OR PARCELS *MUST* MEET SETBACKS FROM ALL COUNTY ROADS CONTIGUOUS WITH PROPERTY**
- **Any questions regarding setbacks, please contact the Jefferson County Planning, Zoning & Building Department before submitting the building permit application.**



Application for Access Permit

Date: _____ Access Permit Number: _____

Property Owner/Applicant: _____ Phone: _____

Address: _____ E-mail: _____

Address or legal description of property: _____

Parcel Number: _____

Land Use: _____ Surrounding Land Use: _____

Quarter Section: _____ Section: _____ Township: _____ Range: _____

Subdivision: _____ Lot: _____ Block: _____

Road Name/Number: _____ What side of Road: ___N ___S ___E ___W

Type of Access: ___ Driveway ___ Commercial ___ Farm ___ Private Road ___ Public Road

Check one: ___ New Access ___ Change in access ___ Removal of Access ___ Relocation of Access

___ Temp Access

Nearest Intersection: _____ Type of Surface to be Constructed: _____

Culvert size under access for drainage: _____

Include a site plan sketch showing the location and type of access. It should indicate the access position relative (distances) to landmarks such as roads, other driveways, fence lines, power poles, gates, etc. Please include a north arrow. Inspections may be required.

Applicant hereby applies to Jefferson County for permission to construct an access. All work shall conform to the Jefferson County Access Management Ordinance. The access shall be maintained as approved and shall not present a traffic hazard for road or driveway users.

Disclaimer: Jefferson County will not take responsibility for ensuring that all other conditions of any other agency have been complied with. It is the responsibility of the property owner to meet Protective Covenants.

Applicant's Signature: _____ Date: _____

Official Use Only

Check Number / Cash: _____ Receipt Number: _____

___ Approved ___ Denied Reviewed By: _____ Date: _____

Comments: _____

Inspection 1

Date: _____ Inspection Performed By: _____

Inspection Notes: _____

Inspection 2

Date: _____ Inspection Performed By: _____

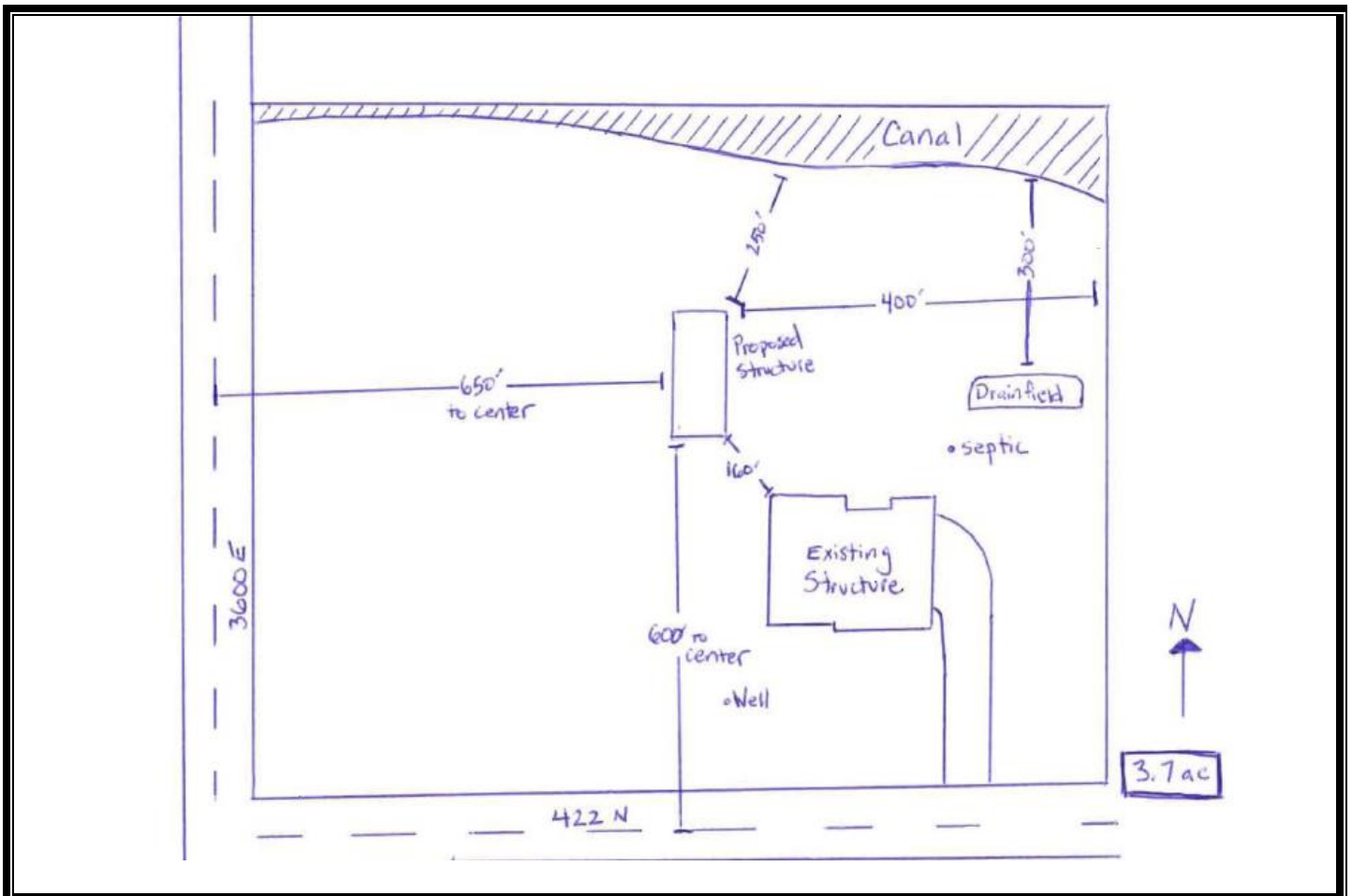
Inspection Notes: _____

Site Plan Requirements

All site plans **are required** to include the following information, in detail, if applicable. Drawing should fill the page:

- | | |
|---|--|
| <input type="checkbox"/> Property lines | <input type="checkbox"/> Waterways (canals and rivers) |
| <input type="checkbox"/> Well | <input type="checkbox"/> Roads |
| <input type="checkbox"/> Septic & Drain field | <input type="checkbox"/> Setbacks from the proposed structure to property lines, well, septic & drain field, waterways, roads and existing structures. |
| <input type="checkbox"/> Existing structures | <input type="checkbox"/> Size of parcel |
| <input type="checkbox"/> Proposed structure | <input type="checkbox"/> North Arrow |
| <input type="checkbox"/> Driveway | |

Example



Building Permit Application

Owner Information

 Primary Point of Contact

Name: _____
 Mailing Address: _____ City: _____ State: _____ Zip: _____
 Home Phone: _____ Cell Phone: _____ Email: _____

Contractor Information

 Primary Point of Contact

Contractor Name: _____ Company: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Email: _____
 Idaho Contractor License # _____ Expiration Date: _____

Property Location and Use

Type of Structure: _____ Parcel: RP _____ Parcel Size: _____
 County Assigned Address: _____ City: _____ State: _____ Zip: _____
 Zone: _____ Lot: _____ Block: _____ Division: _____ Subdivision: _____

Setback Information

Front: _____ Side: _____ Side: _____ Rear: _____
 Distance from other buildings if applicable: _____

Building Information (Please Circle Applicable Type)

Structure: New Remodel Addition Repair Manufactured Modular

Footing: Concrete Masonry Other _____

Interior Walls: Wood Concrete Metal

Exterior Walls: Wood Concrete Metal Masonry

Basement: Finished Unfinished

Garage/Shop/Pole Barn Interior: Finished Unfinished

Bonus Room: Finished Unfinished

Heat: Gas Coal Electric Oil Fireplace Other _____

Manufactured Home Year: _____

Project Cost (solar, pools, signs, towers, etc.): _____

X _____

Applicant Signature

Date

I certify that all statements I have made in this building permit application are complete, true, and correct.

Number of	
Bedroom(s)	_____
Bathroom(s)	_____
Garage bay(s)	_____

Square Feet	
Main Level	_____
Second Level	_____
Basement	_____
Cold Storage	_____
Garage	_____
Patio/Deck	_____
Shed Dimensions	_____
Other	_____

Total Square Feet _____

*Square footage and plans must match.