Boise County Planning & Zoning Department

413 Main St.
P.O. Box 1300
Idaho City, ID 83631
Phone 208-392-2293
www.Boisecounty.us

BUILDING PERMIT APPLICATION

Applicant needs to complete unshaded areas only				**BP NUMBER:**
1. OWNER	MAIL ADDRESS	ZIP	PHONE	
2. CONTRACTOR	MAIL ADDRESS	ZIP	PHONE	LICENSE #
3. LEGAL DESCR. LOT NO.	BLK	NAME OF SUBDIVISION		SEC/TOWNSHIP/RANGE
4. JOB ADDRESS:				**5. R/A MAP#**
6. PARCEL RP NUMBER:	**7. SET BACKS** Front	Right Side	Back	Left Side	**RECOMMENDED GROUND SNOWLOAD:**

8. Are you in a subdivision? Have you received approval form the architectural committee or the home owners association? ☐ Yes ☐ No ☐ NA

9. IN FLOOD PLAIN: ☐ **YES** ☐ **NO**	**FLOOD CERTIFICATE** ☐	**FLOOD MAP NUMBER**

10. TYPE OF CONSTRUCTION ☐ **IA** ☐ **IB** ☐ **IIA** ☐ **IIIA** ☐ **IIIB** ☐ **IV** ☐ **VA** ☐ **VB**

11. ☐ SINGLE FAMILY RESIDENCE ☐ GARAGE/ CARPORT ☐ DECK/PORCH ☐ OUT BUILDING ☐ COMMERCIAL ☐ INDUSTRIAL

12. NEW SQ. FT: HOME ( ) BASEMENT FINISHED ( ) UNFINISHED ( ) GARAGE ( )

OUTBUILDING ( ) DECK/PORCH/PATIO ( ) OTHER ( )

13. MANUFACTURED HOME: YEAR: MODEL: MAKE: VIN NO. Rehab Docs ☐

14. CONSTRUCTION COST/CONTRACT PRICE $	**15.** ESTIMATED COMPLETION DATE:

16. DESCRIPTION OF WORK BEING DONE: (EXAMPLE: NEW HOME/DECK/OUT BUILDING ETC.)

NOTICE

PLEASE BE ADVISED THAT YOUR RIGHT TO CONSTRUCT A STRUCTURE UNDER THE AUTHORITY OF THE BOISE COUNTY BUILDING PERMIT ORDINANCE MAY BE SUBJECT TO ANY APPLICANT DEED RESTRICTIONS, CODES, COVENANTS, OR RESTRICTIONS THAT RUN WITH THE APPLICANT LAND OR ARE OTHERWISE GOVERNED BY A HOMEOWNERS ASSOCIATION OR RELATED ARCHITECTURAL COMMITTEE. **SEPARATE STATE ISSUED PERMITS** ARE REQUIRED FOR ELECTRICAL, PLUMBING, HVAC, WOOD-STOVES, FIRE PLACES AND MANUFACTURES HOME INSTALLATION. THIS PERMIT SHALL EXPIRE WHEN THE WORK AUTHORIZED BY SUCH PERMIT IS NOT COMMENCED WITHIN 180 DAYS AFTER IT'S ISSUANCE, OR IF WORK AUTHORIZED BY SUCH PERMIT IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AFTER THE WORK IS COMMENCED. THE BUILDING PERMIT OR COPY THEREOF SHALL BE KEPT ON SITE UNTIL THE COMPLETION OF THE PROJECT. THE GRANTING OF A BUILDING PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE, FEDERAL OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

PERMIT FEES		**TOTAL CONSTRUCTION**	
Basic	$	**VALUE $**	
PLAN REVIEW	$	**Inspection Zone** ☐ **A** ☐ **B**	
INSPECTIONS	$	**INSPECTOR:** **BRET CAULDER / JON WATKINS**	
GPS Fee	$	**SPECIAL APPROVALS**	
WUI FEE	$	**CDHD**	**#** **Date:**
R/A # Fee	$	**WUI**	**by:**
TOTAL	$	**Inspection**	**Date:**

ADDITIONAL INSPECTIONS MAY BE REQUIRED AFTER THE PLANS ARE REVIEWED AND ADDITIONAL FEES MAY BE ASSESSED TO THIS PERMIT. I CONSENT AND AUTHORIZE THE BOISE COUNTY PLANNING AND ZONING DEPARTMENT STAFF AND IT'S DESIGNATED INSPECTION AGENT(S) TO ENTER THE ABOVE LISTED PROPERTY FOR ANY SITE INSPECTION OR COMPLIANCE PURPOSE ASSOCIATED WITH THIS BUILDING PERMIT.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF THE BUILDING CODES, LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH; WHETHER SPECIFIED HEREIN OR NOT.

SIGNATURE OF OWNER/OWNER BUILDER (DATE)	**APPLICATION ACCEPTED BY:**	**APPROVED FOR ISSUANCE BY:**	
SIGNATURE CONTRACTOR/AUTHORIZED AGENT (DATE)	**CHECK #**	**CASH**	**MONEY ORDER**
	RECPT #		**CREDIT CARD**

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BUILDING PERMIT APPLICATION PROCEDURES

A. **Application Form:** Complete the Boise County building permit application form; include a mailing address for the building permit.

B. **Septic Permit from Central District Health Department (CDHD):** Bring in a copy of the issued septic permit, or accessory use permit, from CDHD. If the septic permit is older than one (1) year you will need to bring in proof of your renewal. A building permit for new construction cannot be issued without this form. (Note: Outbuildings without plumbing do not require a septic permit)

C. **Proof of Ownership:** One of the following is required as proof of ownership of the property: a copy of the recorded Deed, copy of a current Tax receipt, a copy of the Contract of Sale with the legal description, or current printout of the Assessor's ownership property master screen.

D. **Site Plan and Location of New Construction or Additions** ***(ULO #2016-01)*** (see attached example – Exhibit A)

The following information **must be** shown on the ***SITE PLAN***. Any Revisions to the ***SITE PLAN*** after the permit is issued must be submitted to the Planning and Zoning Department for review and approval prior to the change in construction being done on the site.

1. Orientation with north arrow.
2. Property boundary lines and lot dimensions (actual feet).
3. Dimensions and location of existing building and distance between buildings (Boise County Ordinance requires a minimum of 6 feet actual setback distance from any/all existing building(s) on the property).
4. Location of proposed new construction or addition, with actual size.
5. Location of new/existing driveway and width shown.
6. Actual Building setbacks from all property lines. Boise County minimum setbacks for residential are 20 feet front and back and 10 feet on each side. (See table 4.1.D.8 in the ULO #2016-01). Creek/Stream setback must equal to the width of the stream or 25 feet, whichever is greater. (See 3.1.D.2 in the ULO #2016-01) Note: HOA's or CCR's may have more restrictive setbacks.
7. Defensible space for WUI must be shown.

E. **Wildland-Urban Interface Compliance Inspection (ULO #2016-01 Sec 4.4)**
The site plan required in paragraph E (see above) is required to provide defensible space information and driveway location and width information. A separate site plan drawing may be included if the paragraph E site plan does not include the required information. A representative of the Planning and Zoning Department is required to inspect and approve the site after the footings have been built and backfilled. A fee for each visit will be charged and the applicant must contact the Planning & Zoning Office for the inspection.

F. **Plans:** Two complete sets of building plans **no larger than** 18" X 24" are required. The Boise County Residential Builders Handbook is available upon request from the Planning & Zoning Office. A complete set of plans will include the following:

1. **Site or Plot Plan**-drawn to scale, showing location of structures, setbacks, driveways, well, septic, existing improvements, and defensible space etc.
2. **Foundation Plan**-to scale, showing location of strapping, reinforcements and ventilation, etc.
3. **Floor Plan**-to scale, showing building and roof dimensions, window and door locations, including decks, balconies and porches, etc.
4. **Elevation Plan**- to scale, minimum of the front and rear views.
5. **Building Section**-to scale, showing foundation, floor, exterior wall, roof and framing, etc.
6. **Mechanical and Electrical**-showing heating and electrical layout.
7. **If a Manufactured/Mobile Home**-to scale, show plan of foundation. To declare a Manufactured/Mobile Home as Real Property please see the Assessor's office for the appropriate forms.

G. **Contractor:** If a building contractor is being used by the owner/applicant the following **must be** submitted with the Building Permit Application:
1. Written permission from owner signed in front of a notary, **OR** a copy of the Contract.
2. A copy of the State of Idaho Contractors License issued to the contractor **must be** submitted also.

H. **Boise County Road & Bridge Application to Use-Right-of-Way for an Approach:** This form will be required when a new driveway construction is being proposed which will enter onto an existing Boise County road. Please contact the Road & Bridge Department at 793-2380 for more information.

I. **Flood Plain:** The Planning & Zoning Office will review the Flood Plain Maps to determine if the property and proposed structure(s) are within a flood zones. Both a Development Permit and an Elevation Certificate will be required per ULO #2016-01 Sec 4.5.H. The forms are available on the web site and at the Planning & Zoning Office.

J. **Rural Address:** A physical address will be assigned for new construction on a vacant parcel upon issuance of the Building Permit and the address must be displayed **prior to** the start of construction where the driveway meets a road. Address numbers are available for purchase at the Planning & Zoning Office and display of the address is required under ULO #2016-01 Sec 3.5.F.4.

K. **Global Positioning System (GPS) Fee:** A onetime GPS fee, as set by the Board of County Commissioners, is collected during the Building Permit application process for a new structure being built on a vacant parcel. The driveway on the parcel is GPS'd and the information is given to Emergency Management for inclusion in the 911-emergency dispatch system.

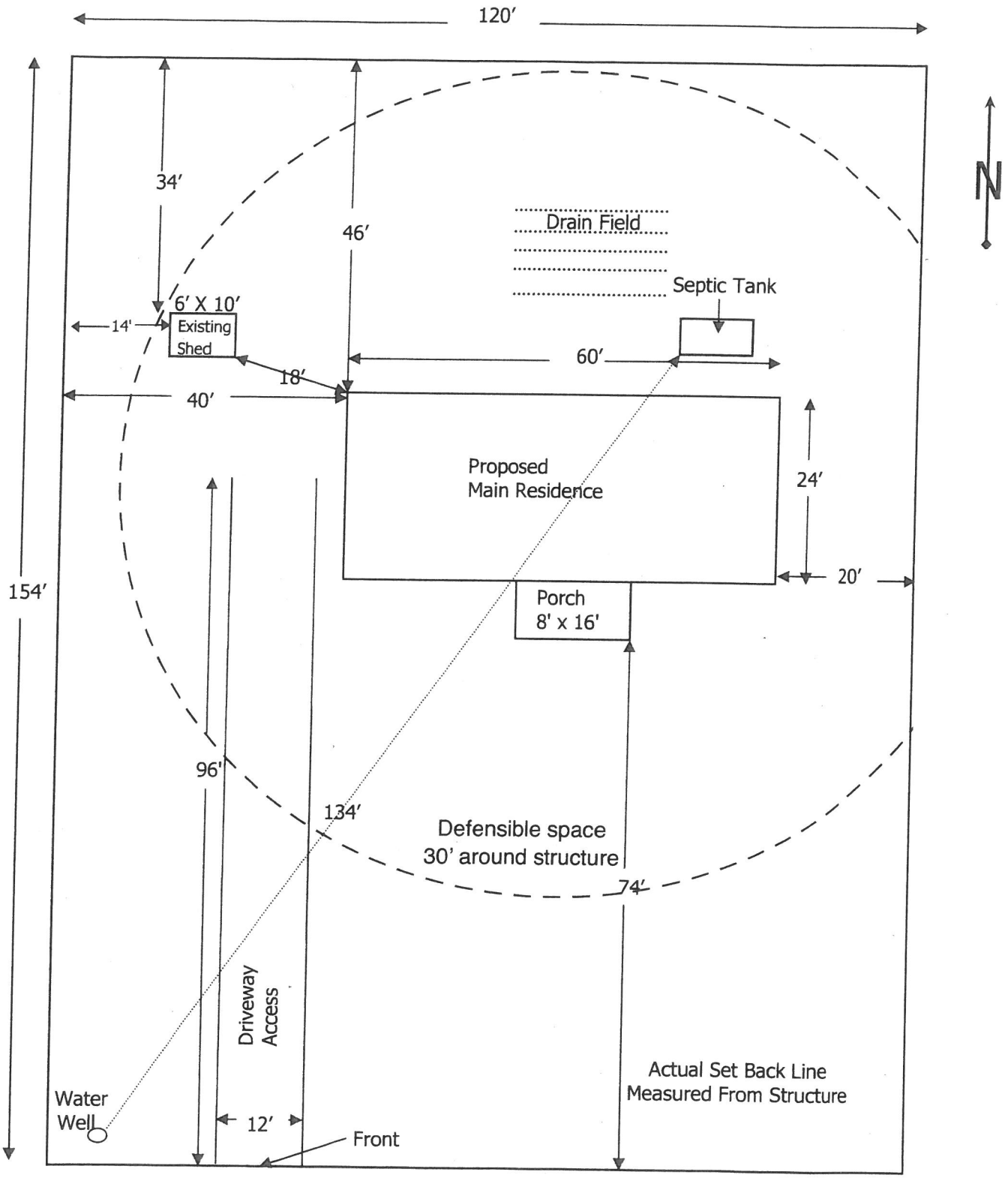
If you are installing a Manufactured/Mobile Home the following documentation will also be needed prior to a Building Permit being issued:

1. Title or Manufacture Statement of Ownership (MSO) or Manufacture Certificate of Ownership (MCO)
2. Proof of ownership of property
3. Year of home (month & year)
4. VIN #
5. Proof the personal property taxes have been paid or sales tax on MH from the previous location.
7. Engineered foundation specifications.

Any Manufactured/Mobile home built prior to June 15, 1976 must be rehabilitated. The MH checklist must be signed and approved by a licensed installer and presented to the Boise County Planning & Zoning Office prior to Issuance of a Building Permit for a pre-June 15, 1976 manufactured home.

EXAMPLE SITE PLAN - Exhibit A

Scale: " = ' Parcel Number RP _____



Property Owner: _____ Address: _____

Name of Preparer: _____ Date Prepared: _____

THIS PLOT PLAN IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE:

Signature of Applicant or Agent: _____ Date: _____

APPLICANT'S SITE PLAN CHECKLIST FOR BUILDING DEVELOPMENT

DOES THE SITE PLAN SHOW	YES	NO	NOTES
The name of the preparer of site plan?			
The property owner as listed on the deed (if different than the preparer on the site plan)?			
The location of the property (9-1-1 address or street intersection)			
The dimension's of the property (i.e. length of the all lot lines)? Actual Feet & distance.			
A North arrow? (must point North relative to property)			
A graphical scale? (Some site plans do not require a scale; if so presented site plan must state "Drawing Not to Scale")			
Date of submittal?			
The signature of the applicant or designated agent?			

STRUCTURES

DOES THE SITE PLAN SHOW	YES	NO	NOTES
The location of all existing and propsed structures and major features?			
The exsiting structures or major features are labeled "existing" and the proposed structures or major features are labeled "proposed"?			
The dimentions of all structures and major features?			
The setbacks from the property lines for all structures? (Setbacks are measured from the farthest projection of exterior wall.)			
The floor area of all structures?			

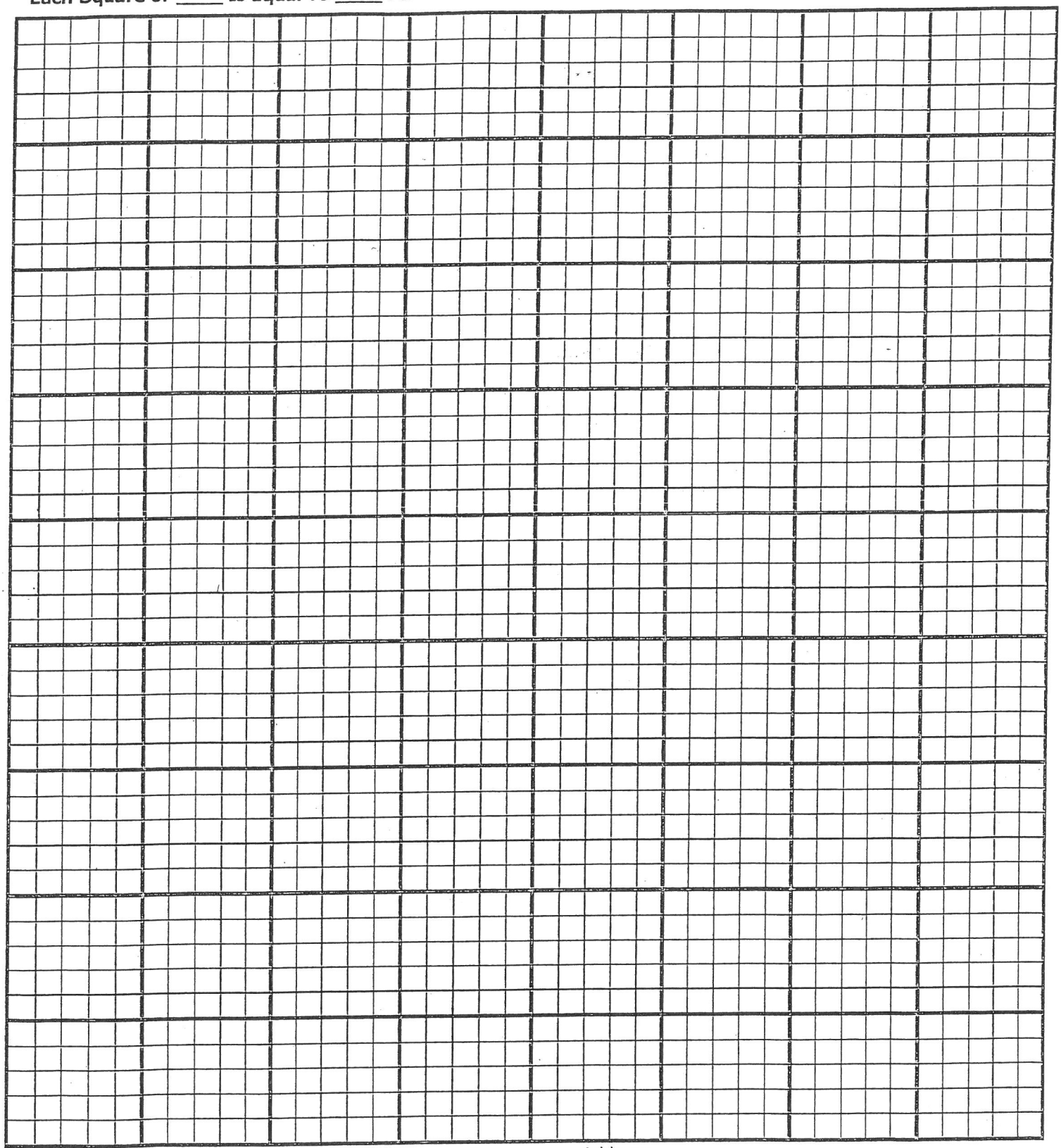
OTHER FEATURES

DOES THE SITE PLAN SHOW	YES	NO	NOTES
The width and length of all existing and proposed driveways?			
The existing driveways are labeled: "existing" and proposed driveways are labeled "proposed"?			

Example Site Plan

SITE PLAN

Each Square or ____ Is Equal To ____ Ft. Parcel Number RP_____



Property Owner: _____ Address: _____

Name of Preparer (if different than above): _____

THIS PLOT IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE:

(Signature of Applicant or Agent)_____ DATE: _____

Example site Plan