

## **ACCESSORY BUILDING PERMIT APPLICATION REQUIREMENTS**

The following information must be submitted with your building permit application. **Permit applications will not be accepted unless all of the following information is provided.**

### **Required Information:**

1. Complete lines 1 through 11 of the application.
2. **COMPLETE** Assessor Parcel Number for your property. You will find it on your Assessor Tax Card, or you may obtain it by calling the Assessor's Office at (208) 799-3010.
3. One copy of your Septic Permit (if applicable).
4. A detailed plot plan showing existing structures, proposed structures, county road, as well as, distances to **ALL** property lines. You may use your plat map or record of survey map as a basis for your plot plan.
5. One copy of your Assessor Parcel Map.
6. Two sets of Building Plans to include footing and foundation drawings, wall section, elevation drawing, and floor plan. Dimensions must be accurate. Engineered truss plans must be available at the time of framing inspection. Buildings taller than two stories must be engineered.
7. If you construct a driveway (approach) onto a County Road, an approach permit is required from the County Road & Bridge Department.

Building permits are processed in the order received. Permits are normally issued within two weeks from date submitted.

### **PERMIT FEES MUST BE PAID BY CHECK OR MONEY ORDER.**

Approach Permits are available through the NPC Road and Bridge Department. Call (208) 799-3060.  
Mechanical Permits are available through the State of Idaho. Call Rob Bafus at (208) 413-2315.  
Electrical Permits are available through the State of Idaho. Call Kevin Hubble (208) 750-5339.  
Plumbing Permits are available through the State of Idaho. Call Rob Bafus at (208) 413-2315.  
Septic Permits are available through Public Health Idaho North Central District. Call (208) 799-3100.