

COMMERCIAL 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 items 1 through 8 on the application form.
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. Two copies of a detailed Plot Plan showing existing structures, proposed structures, easements, streams and rivers, slopes steeper than 3 to 1 (30%), as well as, **DISTANCES TO ALL PROPERTY LINES**. Also, show areas of fill material. (Please contact the Building Official at (208) 799-3035 if you have questions regarding buildings adjacent to slopes.) 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 drawn to scale, including structural calculations when required. Plans must include footing, foundation, framing section, floor framing, roof framing, Comcheck energy analysis at energycodes.gov. and elevations of building. Plans must be prepared and stamped by an architect or engineer licensed in the State of Idaho. Show the intended uses of the building. Also include quantities and type of combustible and or hazardous materials used or stored within the building. List special inspections as required by UBC 306.
7. Commercial uses in Nez Perce County may require Conditional Use Permits from the Planning and Zoning Commission. If you have already obtained a Conditional Use Permit, please attach a copy of it to this application. If you have not obtained a Conditional Use Permit, you will need to contact Planning and Building Services, at (208) 799-3197 to determine if you need to obtain one prior to obtaining a building permit.
8. If you construct a driveway (approach) onto a County Road, an Approach Permit is required from the County Road & Bridge Department.

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 at (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.