

SINGLE FAMILY RESIDENTIAL 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 9 of the application.
2. **COMPLETE** Assessor Parcel Number for your property. You will find it on your Assessor Tax Card, or by calling the Assessor's Office at (208) 799-3010.
2. One copy of your Septic Permit.
3. A detailed **PLOT PLAN** showing existing structures, proposed structures, the nearest 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.
4. One copy of your Assessor Parcel Map.
5. Two sets of building plans. Plans must include footing, foundation, framing section, floor framing, roof framing, Recheck energy analysis at energycodes.gov., and elevations of building. Buildings taller than two stories shall be engineered.
6. Completed application for new address, included in this packet.
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 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.