



BUILDING PERMIT APPLICATION PROCEDURES FOR APPLICANT

- A. **Application Form:** Complete the Boise County building permit application form; include a mailing address for the building permit.
- B. **Affidavit of Selection of Basic or Upgraded Building Permit:** This form must be signed by the property owner and signature notarized. The Affidavit will be recorded with the Boise County Recorder and a separate fee will need to be paid at the time of application.
- C. **Septic Permit from Central District Health Department (CDHD):** Bring in a copy of the issued septic 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)
- D. **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, or a copy of the Contract of Sale, with the legal description.
- E. **Site Plan and Location of New Construction or Additions (BCZD Ord#01-07):**
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
 4. Location of proposed new construction or addition, with actual size
 5. 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 tables 2-A & 3-A in the BCZD Ord #01-07)
 6. Boise County requires a minimum of 6 feet actual setback distance from any/all existing building(s) on the property.
- F. **Plans:** Two complete sets of building plans are required for an Upgraded Building Permit and one complete set of building plans are required for a Basic Building Permit. The Boise County Residential Builders Handbook is available upon request from the P&Z 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 and existing improvements, 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.

BUILDING PERMIT APPLICATION PROCEDURES FOR APPLICANT page 2

- 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. **Snow load:** The snow load must be filled in on the Building Permit application. A map showing the snow loads within Boise County is on the Boise County web site. www.boisecounty.us If you need help in determining the snow load please call the P&Z Office.
- J. **Flood Plain:** The P&Z Office will review the Flood Plain Maps to determine if the property is within a flood zone. If so, an Elevation Certificate will be necessary. The forms are available on the web site and at the P&Z Office, per Boise County Ordinance #98-2.
- K. **Construction & Demolition Worksheet:** This worksheet must be filled out for new residential or commercial construction and is for the waste material that will be taken to a trash site, per Boise County Ordinance #2008-01.
- L. **Rural Address:** A physical address will be assigned for new construction on a vacant parcel upon issuance of the Building Permit. Address numbers are available for purchase at the P&Z Office and display of the address is required under Boise County Ordinance #98-3.
- M. **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 emergency dispatch system.

If you are installing a Manufactured/Mobile Home the following documentation will be needed prior to a Building Permit being issued, per BCZD Ord#01-07:

1. Title
2. Proof of ownership of property
3. Year of home (month & year)
4. VIN #
5. Proof the personal property taxes have been paid on MH from the previous location.

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 P&Z Office prior to Issuance of a Building Permit for a pre-June 15, 1976 manufactured home.

BOISE COUNTY PLANNING & ZONING DEPT.

PHONE: 208-392-2293 FAX: 208-392-2259

P.O BOX 1300 IDAHO CITY, IDAHO 83631

BUILDING PERMIT APPLICATION

BUILDING PERMIT FEES ARE NON-REFUNDABLE

<i>Applicant needs to complete unshaded areas only</i>				BP NUMBER			
1 OWNER		MAIL ADDRESS		ZIP	PHONE		
2 CONTRACTOR		MAIL ADDRESS		ZIP	PHONE		
3 LEGAL DESCR.	LOT NO.	BLK	NAME OF SUBDIVISION		SEC/TOWNSHIP/RANGE		
JOB ADDRESS					R/A MAP#		
4 PARCEL RP NUMBER		5 SET BACKS	Front	Right Side	Left Side		
			Back				
6 If you are located in a subdivision, have you received approval from the architectural committee or home owners association? <input type="checkbox"/> YES <input type="checkbox"/> NO							
7 IN FLOOD PLAIN: <input type="checkbox"/> YES <input type="checkbox"/> NO		FLOOD CERTIFICATE <input type="checkbox"/>	FLOOD MAP NUMBER (STAFF WILL FILL IN)				
8 TYPE OF CONSTRUCTION: <input type="checkbox"/> IA <input type="checkbox"/> IB <input type="checkbox"/> IIA <input type="checkbox"/> IIIA <input type="checkbox"/> IIIB <input type="checkbox"/> IV <input type="checkbox"/> VA <input type="checkbox"/> VB							
9 <input type="checkbox"/> SINGLE FAMILY RESIDENCE <input type="checkbox"/> MULTI RESIDENTIAL <input type="checkbox"/> GARAGE <input type="checkbox"/> OUT BUILDING <input type="checkbox"/> MISC. <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL							
10 SQUARE FOOTAGE: HOME () BASEMENT FINISHED () UNFINISHED () GARAGE () OUT BUILDING ()							
11 <input type="checkbox"/> UPGRADE - INSPECTIONS & CERTIFICATE OF OCCUPANCY <input type="checkbox"/> BASIC - NO INSPECTIONS AND NO CERTIFICATE OF OCCUPANCY							
12 MANUFACTURED HOME: YEAR:		MODEL:	MAKE:	VIN NO.	Rehab Docs <input type="checkbox"/>		
13 CONSTRUCTION COST / CONTRACT PRICE \$			14 ESTIMATED COMPLETION DATE:				
15 DESCRIPTION OF WORK BEING DONE: (EXAMPLE: NEW HOME/DECK/OUT BUILDING ETC.)							
<p style="text-align: center;">NOTICE</p> <p>SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, HEATING VENTILATION, OR AIR CONDITIONING.</p> <p>THIS PERMIT SHALL EXPIRE (4) YEARS FROM THE DATE OF ISSUANCE AND WILL BECOME NULL AND VOID IF ANY WORK AUTHORIZED BY SUCH PERMIT IS NOT COMMENCED WITHIN 180 DAYS FROM THE DATE OF ISSUANCE OF THIS PERMIT; OR, IF THERE IS NOT AT LEAST TWENTY-FIVE PERCENT (25%) OF THE TOTAL PROJECT COMPLETED EACH YEAR.</p> <p>I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH; WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION</p> <p style="text-align: center;">ADDITIONAL INSPECTIONS MAY BE REQUIRED AFTER THE PLANS ARE REVIEWED AND ADDITIONAL FEES MAY BE ASSESSED.</p>			PERMIT FEES		TOTAL CONSTRUCTION		
			BASIC		\$	VALUE \$	
			PLAN REVIEW		\$	Inspection Zone: <input type="checkbox"/> A <input type="checkbox"/> B	
			INSPECTIONS		\$	INSPECTOR:	
			C&D Fee		\$		
			GPS Fee		\$		
			Recording Fee		\$		
			TOTAL		\$		
			RECOMMENDATION ONLY GROUND SNOW LOAD LBS.				
SPECIAL APPROVALS		REQUIRED	RECEIVED				
CENTRAL DISTRICT HEALTH DEPT. PERMIT #							
ZONING CONDITIONS CUP, Variance, etc.							
FIRE DEPT.							
OTHER							
16A SIGNATURE OF OWNER/OWNER BUILDER (DATE)			OFFICE USE ONLY:				
			R/A MAP CHANGES COMPLETED				
16B SIGNATURE CONTRACTOR/AUTHORIZED AGENT (DATE)			APPLICATION ACCEPTED BY:		APPROVED FOR ISSUANCE BY:		

CHECK CASH MONEY ORDER



Boise County Planning & Zoning
 PO Box 1300
 Idaho City, ID 83631
 Phone (208) 392-2293
 Fax (208) 392-2259

Do Not write in this Space

Recording Fee: _____
 Permit Fees/Costs: _____

BP# _____

AFFIDAVIT of SELECTION of BASIC or UPGRADED BUILDING PERMIT

Select the following (please mark only one):

() Basic Building Permit: without building inspections and no Certificate of Occupancy. Boise County has NOT adopted Building Codes and does NOT require construction standards to be followed except for those required by the State of Idaho for electrical, plumbing, mechanical, and septic permits. Because many buildings are constructed without inspections performed to provide certification that the construction was to code, Boise County is UNABLE to issue a Certificate of Occupancy, now or in the future, at the completion of construction. Since these Certifications are often called for to convert a construction load to a conventional home loan, this leaves you, as the property owner, without documentation that is needed. A Certificate of Occupancy has both legal and financial impact with title companies, lending institutions, insurance agencies, and potential future purchasers. Before declining a Certification of Occupancy, it is highly recommended you seek professional/legal advice.

() Upgraded Building Permit: with building inspections and a Certificate of Occupancy. Boise County has contracted with Certified Building Inspectors which enables us to offer you an "Upgrade" to your building permit. You make the choice of obtaining a BASIC Building Permit without Building Inspections and without a Certificate of Occupancy; or, an UPGRADED Building Permit which will include Building Inspections and a Certificate of Occupancy. This program will require construction of the structure to State adopted Building Codes. There will be a Plan Review of your construction drawings, with a fee; and, Inspections as the project proceeds as required by code, with a fee; by the Boise County Contracted Building Inspector. Upon successful completion of all inspections, including a Final Inspection, a Certificate of Occupancy will be issued to you (property owner). Copies of all inspections and the Certificate of Occupancy will be kept on file by Boise County and made available to lending institutions and potential buyers as requested.

I have read and understand the difference between a Basic Building Permit and an Upgraded Building Permit as offered by Boise County. I further understand that this document will be recorded and agree to pay the recording fee. My property is described as follows:

Parcel # _____
 Owner as on deed: _____
 Legal Description: _____

I further declare that the building permit application is for one of the following (please circle one):

Residence Attached garage Detached garage Outbuilding Commercial
 Other (Specify) _____

Signature of Property Owner Only _____ Date _____

State of Idaho) ss
 County of)
 On this ____ day of _____, in the year 2010, before me, a Notary Public in and for said State, personally appeared _____, known or identified to me to be the person(s) whose name(s) is/are subscribed to the within Instrument, and acknowledged to me that _____ executed the same.

(notary seal)

Notary Public of Idaho
 Residing at: _____
 Commission Expires: _____

