

Request an Inspection Online

- Go to dbs.idaho.gov
- Click on "Get your permit online!"
- Log in
- Click on "View Cart", upper left of screen
- Click the small box next to Show Paid Items, center of screen
- When the list appears, click the permit that you wish to schedule an inspection for
- Under the ACTIONS box on the left-hand side of the page, click on "Request Inspection" and complete the required fields (marked by red asterisks)
- Choose your **Inspection Type** by clicking on the down arrow and clicking on the type of inspection you need
- Choose inspection date by clicking down arrow (system goes out only 7 business days)
- Click on ADD INSPECTION
- Inspection request will appear. Click SUBMIT
- When asked if this is the inspection you want, click OK
- You will receive an e-mail confirming your inspection

Other DBS resources that may be helpful:

- **Our web site:** Visit our web site dbs.idaho.gov to access services and answers to your questions.
- **Toll-free help line:** For permit and inspection questions as well as for assistance with online services, call:

1 (800) 955-3044

- **FAX number:**

1 (877) 810-2840

**State of Idaho
Division of Building Safety**

C. Kelly Pearce, Administrator

1090 E WATERTOWER ST, Suite 150

MERIDIAN, ID 83642

PHONE: 1-800-955-3044

dbs.idaho.gov

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State of Idaho
Division of
Building Safety

C. Kelly Pearce,
Administrator



**Applying for
Permits and
Requesting
Inspections
Online**

Please remember, the
fastest & most economical
way to do business with DBS

is via the web!
dbs.idaho.gov

"Building a Safer Idaho"

How to Apply for Permits Online

To apply online for a permit, follow the steps below.

- Go to dbs.idaho.gov
- Click on "Get your permit online!"
- Go to **LOGIN** and click on **CONTRACTOR** or **PUBLIC**
- **CONTRACTOR**
 - ◆ Enter in your license number:
Examples: **PLB-C-00001** (include dashes) or **001234**
 - ◆ Enter in your password (due to a recent website update, you may be required to change your password if you haven't recently done so)
 - ◆ Update or verify User Profile (address, e-mail, etc.)
 - ◆ Click on **Apply for a Permit**
- **PUBLIC**
 - ◆ Register as a New User. If you have previously logged in, and know your username & password, you may log in using that information
 - ◆ Complete the required fields and then click on Create Account
 - ◆ Click on **Apply for a Permit**
- **STEP 1—PERMIT TYPE & LOCATION**
 - ◆ Complete the Permit Application Information
 - Complete the Permit Type & Subtype
 - ≈ *Contractors: Your Type and Subtype will be selected for you, based on your license*
 - ≈ *Public: Select the Type, and the Subtype will be selected for you*
 - Description of Work
 - Directions to Location
 - Job Value (enter \$0 if residential square footage is under 10,000 sq ft)
 - You may now enter the job site address information by typing in the spaces provided. Please use caps (S, W, E, N, etc.) to abbreviate South, West, East and North
 - Click on **Go to Next Step**
- **STEP 2—CONTACT INFORMATION**
 - ◆ Site Owner Information
 - ◆ Enter as much information as you can
 - ◆ Click on **Go To Next Step**
- **STEP 3—SELECT FEES**
 - ◆ Click on the **+** sign to see descriptions
 - ◆ Click in box once you have decided on the fees
 - ◆ For items that require a quantity, enter the quantity in the box provided
 - ◆ Click on **Go To Next Step**
- **STEP 4—CONFIRM & FINISH**
 - ◆ Review your information
 - ◆ Click on **FINISH**
 - Click on "**Pay using Credit Card**" button (MasterCard or Visa accepted)
 - Review total amount, and click on "**Checkout**" button
 - Enter credit card information and then click on "**Process Payment**" button
 - Print the permit for verification of payment and for your records
 - When you receive the confirmation e-mail, print the job ID label using the link provided
 - ◆ Close the window when complete
 - **REQUEST INSPECTION** if one is needed. Further information on requesting inspections on-line is shown on reverse page of this form, or you may call 1 (800) 839-9239 to schedule an inspection over the telephone

**Thank
You!**