

# Boise County Planning and Zoning Department

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[www.boisecounty.us](http://www.boisecounty.us)



## BUILDING PERMIT APPLICATION PROCEDURES

- A. **Application Form:** Complete the Boise County building permit application form; include a mailing address for the building permit.
- B. **Septic Permit from Central District Health Department (CDHD):** Bring in a copy of the issued septic permit, or accessory use 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)
- C. **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, a copy of the Contract of Sale with the legal description, or current printout of the Assessor's ownership property master screen.
- D. **Site Plan and Location of New Construction or Additions (ULO #2024-01)** (see attached example – Exhibit A)  
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 (Boise County Ordinance requires a minimum of 6 feet actual setback distance from any/all existing building(s) on the property).
  4. Location of proposed new construction or addition, with actual size.
  5. Location of new/existing driveway and width shown.
  6. 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 table 4.1.D.8 in the ULO #2024-01). Creek/Stream setback must equal to the width of the stream or 25 feet, whichever is greater. (See 3.1.D.2 in the ULO #2024-01) Note: HOA's or CCR's may have more restrictive setbacks.
  7. Defensible space for WUI must be shown.

**E. Wildland-Urban Interface Compliance Inspection (ULO #2024-01 Sec 4.4)**

The site plan required in paragraph E (see above) is required to provide defensible space information and driveway location and width information. A separate site plan drawing may be included if the paragraph E site plan does not include the required information. A representative of the Planning and Zoning Department is required to inspect and approve the site after the footings have been built and backfilled. A fee for each visit will be charged and the applicant must contact the Planning & Zoning Office for the inspection.

**F. Plans:** Two complete sets of building plans **no larger than** 24" X 36" and no smaller than 18" X 24" unless it is for a deck, garage, shop pole barn, than no smaller than 11" X 17" as long as they are ledge able. The Boise County Residential Builders Handbook is available upon request from the Planning & Zoning 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, existing improvements, and defensible space 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.

**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. Flood Plain:** The Planning & Zoning Office will review the Flood Plain Maps to determine if the property and proposed structure(s) are within a flood zones. Both a Development Permit and an Elevation Certificate will be required per ULO #2024-01 Sec 4.5.H. The forms are available on the web site and at the Planning & Zoning Office.

**J. Rural Address:** A physical address will be assigned for new construction on a vacant parcel upon issuance of the Building Permit and the address must be displayed **prior to** the start of construction where the driveway meets a road. Address numbers are available for purchase at the Planning & Zoning Office and display of the address is required under ULO #2024-01 Sec 3.5.F.4.

- K. 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 911-emergency dispatch system.

**If you are installing a Manufactured/Mobile Home the following documentation will also be needed prior to a Building Permit being issued:**

1. Title or Manufacture Statement of Ownership (MSO) or Manufacture Certificate of Ownership (MCO)
2. Proof of ownership of property
3. Year of home (month & year)
4. VIN #
5. Proof the personal property taxes have been paid or sales tax on MH from the previous location.
7. Engineered foundation specifications.

**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 Planning & Zoning Office prior to Issuance of a Building Permit for a pre-June 15, 1976 manufactured home.