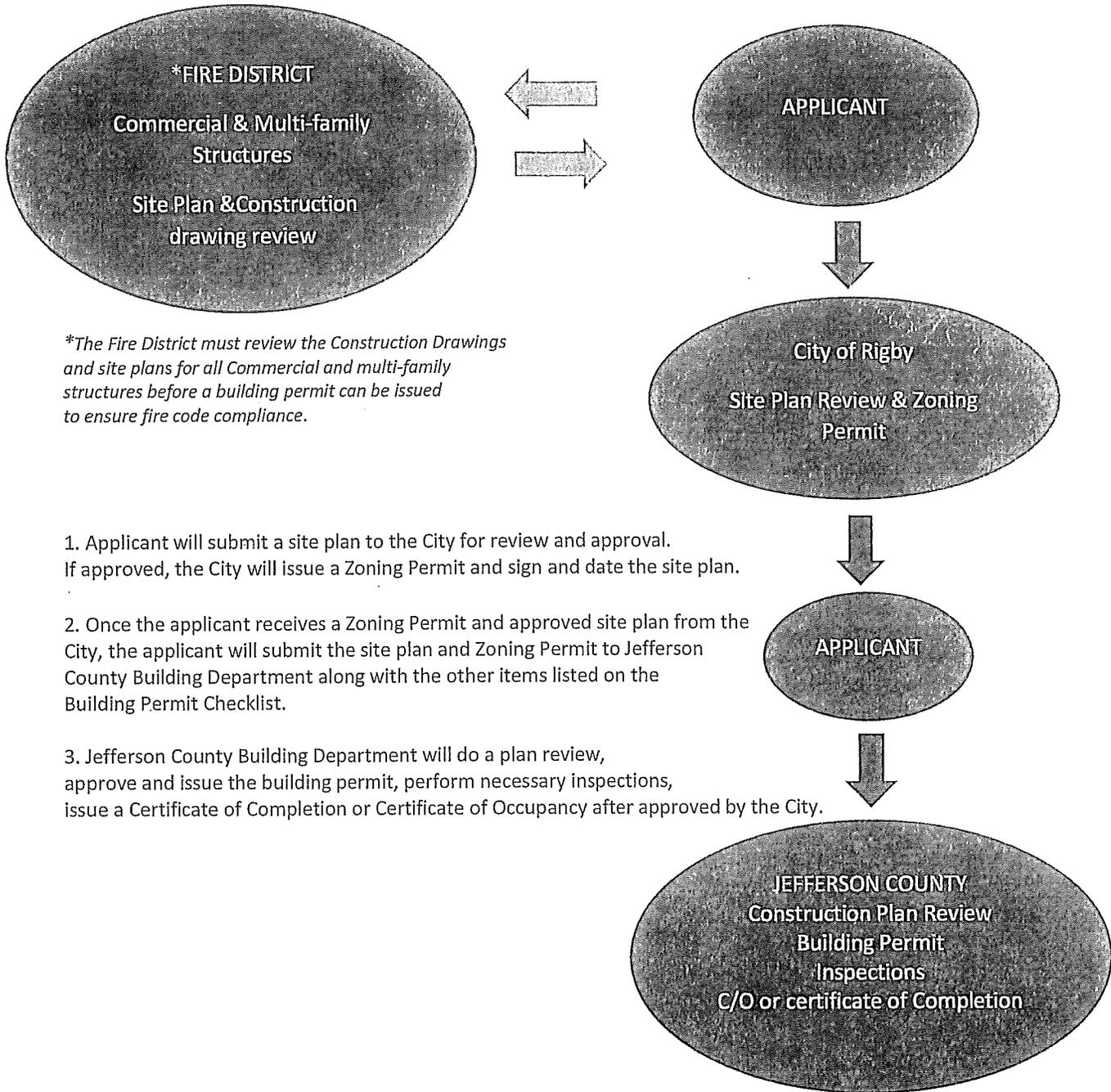


# FLOW CHART



*\*The Fire District must review the Construction Drawings and site plans for all Commercial and multi-family structures before a building permit can be issued to ensure fire code compliance.*

1. Applicant will submit a site plan to the City for review and approval. If approved, the City will issue a Zoning Permit and sign and date the site plan.
2. Once the applicant receives a Zoning Permit and approved site plan from the City, the applicant will submit the site plan and Zoning Permit to Jefferson County Building Department along with the other items listed on the Building Permit Checklist.
3. Jefferson County Building Department will do a plan review, approve and issue the building permit, perform necessary inspections, issue a Certificate of Completion or Certificate of Occupancy after approved by the City.

*\* Utility connection fees are due when permit is issued. \**

# City of Rigby Zoning Permit Application

## PROPERTY OWNER INFORMATION

Owner name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address \_\_\_\_\_

## PROPERTY INFORMATION

Parcel Number: \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Acreage/ Lot Dimensions: \_\_\_\_\_ Current Use: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Township: \_\_\_\_\_ Range: \_\_\_\_\_ Section: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Setback to property lines (in feet): Front: \_\_\_\_\_ Rear: \_\_\_\_\_

Side: North, East, South, West \_\_\_\_\_ Side: North, East, South, West \_\_\_\_\_

Is property located in the Floodplain or flood prone area? \_\_\_\_\_

## PROPOSED PROJECT INFORMATION

- |  |   |
|--|---|
| <input type="checkbox"/> This is a new structure                 | <input type="checkbox"/> This is a modification or expansion of an existing structure |
| <input type="checkbox"/> Individual water and sewer              | <input type="checkbox"/> Connection to existing individual water and sewer            |
| <input type="checkbox"/> Connecting to municipal water and sewer | <input type="checkbox"/> Other: _____   |

Type of structure: \_\_\_\_\_ Height: \_\_\_\_\_  
\_\_\_\_\_  
(i.e. single family dwelling, garage, apartments, strip mall, etc..)

\_\_\_\_\_  
Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

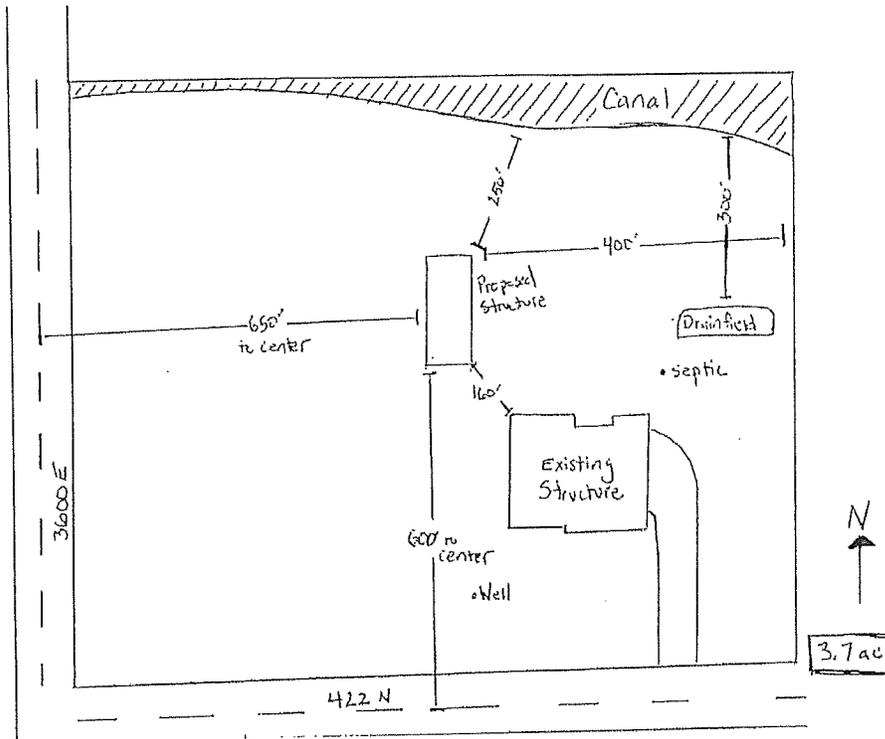
# City of Rigby Zoning Permit Application

A Zoning Permit is required to obtain a building permit for any structure over 200 square feet in size, any modifications or expansion of an existing structure.

Applicant must provide a site plan drawn to scale with dimensions. Site plan must include the following:

- Footprint of proposed structure
- Existing or proposed driveways
- Footprint of existing structures
- Roads and alleys
- Waterways (canals, ditches, etc...)
- Setbacks from the proposed structure to property lines, curb or street right of way, waterways, well and septic.
- Well / Septic if applicable
- Sidewalks
- Property lines
- Property size or dimensions
- North arrow

Example:





# General Permit Information

## Owner Information

Permit Holder/Point of Contact

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

## Contractor Information

Permit Holder/Point of Contact

Contractor Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

## Property Location and Use

Type of Structure: \_\_\_\_\_ Parcel: RP \_\_\_\_\_

Street Address: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Zone: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Division: \_\_\_\_\_ Subdivision: \_\_\_\_\_

## Setback Information

Front: \_\_\_\_\_ Side: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_

Distance from other buildings if applicable: \_\_\_\_\_

## Building Information (Please Circle Applicable Type)

Structure: New Remodel Addition Repair Renewal Manufactured

Footing: Concrete Masonry Other \_\_\_\_\_

Floors: Wood Concrete Other \_\_\_\_\_

Exterior Walls: Wood Concrete Metal Masonry Veneer Stucco Other \_\_\_\_\_

Interior Walls: Wood Concrete Plaster Masonry Drywall Tile Other \_\_\_\_\_

Basement/Shop Interior: Finished Unfinished

Roof: Build\_up Composite\_Shingles Roll\_Roof Wood\_Shingles Tile Metal Other \_\_\_\_\_

Ceiling: Wood Plaster Acoustic Drywall Tile Open Other \_\_\_\_\_

Heat: Gas Coal Electric Oil Fireplace Other \_\_\_\_\_

Foundation: Concrete Masonry Other

Insulation: Walls Floor Ceiling Perimeter Other \_\_\_\_\_

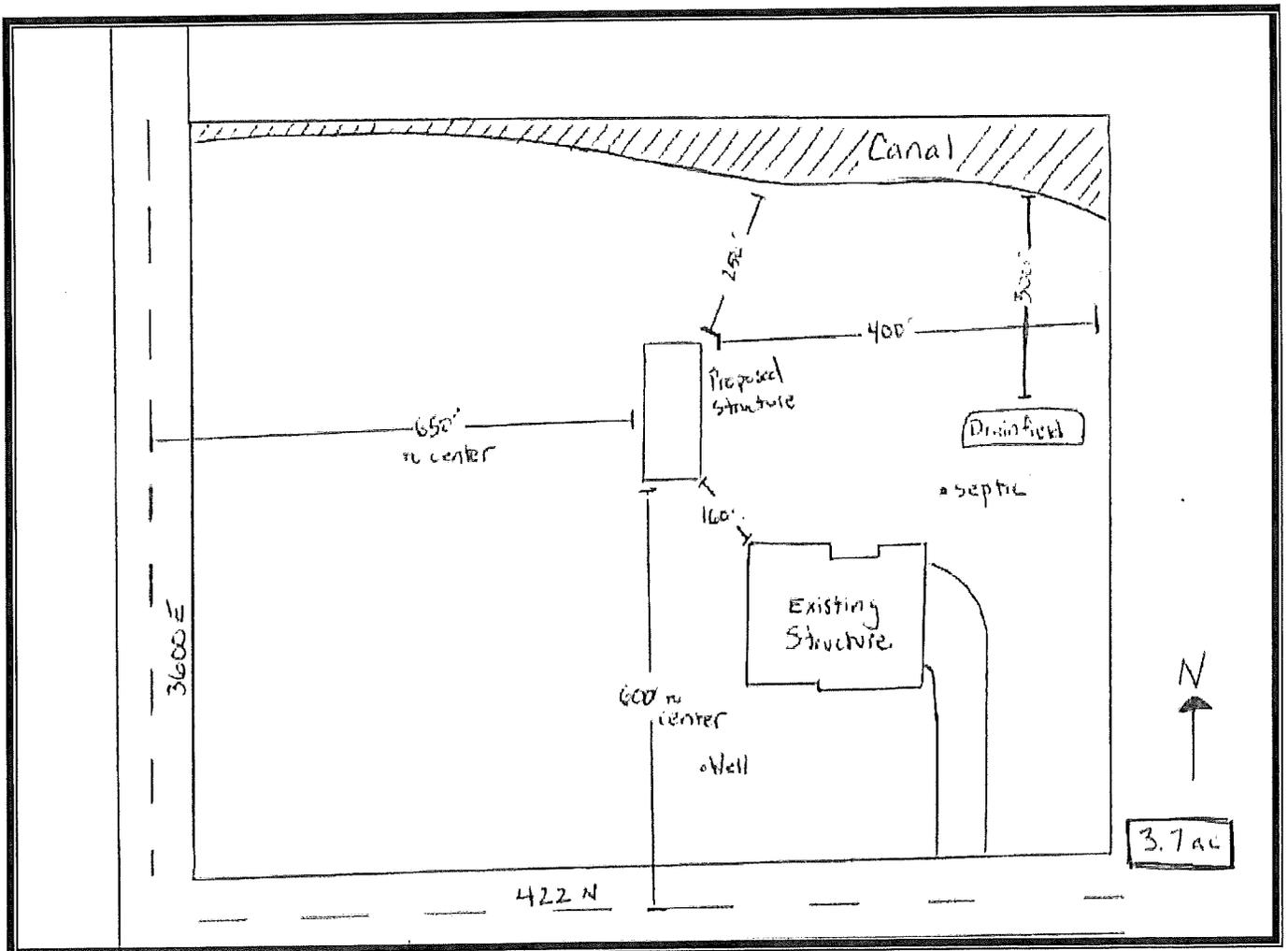
	Square Feet
Main Level	_____
Basement	_____
Cold Storage	_____
Garage	_____
Patio/Deck	_____
Shed	_____
Other	_____
Total Square Feet	_____

## Site Plan Requirements

All site plans **are required** to include the following information, in detail, if applicable:

- |  |  |
|--|--|
| <input type="checkbox"/> Property lines      | <input type="checkbox"/> Waterways (canals and rivers)   |
| <input type="checkbox"/> Well                | <input type="checkbox"/> Roads   |
| <input type="checkbox"/> Septic & Drainfield | <input type="checkbox"/> Setbacks from the proposed structure to all of the above features (See <i>Setback Requirements</i> sheet) |
| <input type="checkbox"/> Existing structures | <input type="checkbox"/> Size of parcel  |
| <input type="checkbox"/> Proposed structure  | <input type="checkbox"/> North Arrow   |
| <input type="checkbox"/> Driveway            |  |

### Example



## Building Permit Checklist

*All items on this checklist must be presented before any information will be accepted.*

The following items are needed to apply for a building permit:

- Flood Plain—Verify if property is in a flood plain
  - Elevation Certificate is required if the building site is within a flood plain. Contact an engineering firm.
- Recorded Warranty Deed (a copy may be obtained from the Clerk's Office in the Courthouse)
- An approved Access Permit issued by Jefferson County Public Works or the Idaho Transportation Department.
- An approved Septic Permit—Eastern Idaho Public Health, 380 Community Lane, Rigby, ID 83442, (208) 745-7297
- Copy of the building contractor's State Registration.
- Copy of the installer's license if moving in a mobile home.
- Site plan showing setbacks, well, septic, property lines, driveway, etc.
  - (Details on *Setback Requirements* and *Site Plan Requirements* sheets)
- Engineered truss design
- Floor System Design
- TWO sets of complete drawings
  - (must be drawn to scale of no smaller than 1/8" = 1' plans must be 11" x 17" or larger)
    - Cross Sections
    - Elevations
    - Full Foundation drawing
    - Electrical Plan showing the location of smoke alarms
    - Window & door schedule [list of all windows & doors with dimensions and U Factor (0.35)]

**The plan review fee of 10% of the building permit cost is due when the plan is turned in. The building official has up to ten (10) working days (not including the day permit is submitted), to approve a non-commercial building permit, from the date the complete application is received. Once approved, our office will notify you when the permit is ready. Payment for the building permit is required at the time the permit is picked up.**

**The inspector also requires a minimum of twenty-four (24) hour advance notice for all inspections. Permit numbers and inspection sheet must be posted and protected before any inspection will be made. To schedule an inspection, please call (208) 745-9220 or (208) 745-1387.**

### Other Contacts and State Inspectors Contact Information

Idaho Water Resources – (208) 525-7161—for well drilling information  
Eastern Idaho Public Health – (208) 745-7297—for septic permit information  
Division of Building Safety Application for Inspection Permit -  
[http://dbs.idaho.gov/Permit\\_Forms/permit\\_app.pdf](http://dbs.idaho.gov/Permit_Forms/permit_app.pdf)  
Assistance to Complete the State Inspection Permit – (208) 334-3950 or (800) 955-3044  
State Plumbing Inspector – Inspection Request (208) 332-8966  
State Electrical Inspector – Inspection Request (800) 839-9239  
HVAC Inspector – Inspection Request (208) 334.6180

**JEFFERSON COUNTY BUILDING PERMIT FEES SCHEDULE<sup>1</sup>**

<b>TOTAL VALUATION</b>	<b>FEE</b>
\$1 to \$500	\$24
\$501 to \$2,000	\$24 for the first \$500; plus \$3 for each additional \$100 or fraction thereof, to and including \$2,000
\$2,001 to \$40,000	\$69 for the first \$2,000; plus \$11 for each additional \$1,000 or fraction thereof, to and including \$40,000
\$40,001 to \$100,000	\$487 for the first \$40,000; plus \$9 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$1,027 for the first \$100,000; plus \$7 for each additional \$1,000 or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$3,827 for the first \$500,000; plus \$5 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 to \$5,000,000	\$6,327 for the first \$1,000,000; plus \$3 for each additional \$1,000 or fraction thereof, to and including \$5,000,000
\$5,000,001 and over	\$18,327 for the first \$5,000,000; plus \$1 for each additional \$1,000 or fraction thereof
<b>Other Inspections and Fees:</b>	
1. Inspections outside of normal business hours.....\$47.00 per inspection	
2. Re-inspection fees.....\$47.00 per inspection	
3. Inspections for which no fee is specifically indicated.....\$47.00 per inspection	
4. Additional plan review required by changes, additions or revisions to plans.....\$47.00 per revision	
5. For use of outside consultants for plan checking and inspections, or both. ....\$47.00 per inspection	

<sup>1</sup>- All fees to be based on the amounts computed using the Jefferson County building valuation data table current on the date application is made.