



Residential Building Permit – New Construction Checklist

Canyon County Development Services 1115 Albany Street, Caldwell, ID 83605.

www.canyoncounty.org.aspx Phone 208-454-7458 Fax 208-454-6633

Please check the box beside the items you are submitting with your Building Permit Application:

- Site Plan – (does not have to be to scale) show dimensions of entire property boundaries; show and label the use of all existing structures (i.e. house, barn, shop) and include the proposed structure; show distances between structures and from the proposed structure to adjacent property lines. Indicate location of septic system and drain fields.
- Deed/Sales Agreement (signed & recorded) IF a change in ownership or change in the legal description of the parcel has occurred within the past 60 days.
- Two (2) complete sets of building plans: (¼ inch scale), including a detailed floor plan with room uses labeled (i.e. bedroom, living room, kitchen) showing location and size of doors and windows. Also including: foundation, floor framing, cross section, roof, and elevation plans.
- 8½” x 11” copy of site plan and proposed floor plans (all floors, including bonus room); also an existing detailed floor plan on a separate paper w/ rooms labeled. If you did not bring an 8 ½” x 11” copy with you, reduced size copies are available next door in the plat room – *there will be a charge for each copy.*
- RES Check (Energy/R-values) www.energycodes.gov or you can note on the plans that you are doing code minimums.
- Manual “J, S & D”: heating and cooling calculations (typically supplied by your HVAC contractor).
- Southwest District Health Department permit (septic permit).
- Highway District Access/Approach Permit or Idaho Department of Transportation Permit if on a State highway.
- Fire District Permit if the rear of the house is greater than 150’ from the edge of the pavement of a public road or an approved private road.
- Any additional requirements or conditions of an approved Conditional Use Permit.
- Elevation Certificate/Development Permit (only required if proposed structure is located within a mapped flood area).
- \$70 Zoning Compliance fee (non-refundable) is due at time of making application; all additional plan review fees will be due at the time the building permit is issued.

If any item on the above list is not submitted with your application, please explain the reason why:

Process overview

1. Submit application, all required documents and the Zoning Compliance Fee (\$70) at the front desk.
2. If the proposal/plans are found to be complete and comply with Canyon County Zoning and Building Codes, a building permit will be processed. Complete applications take approximately 7-10 days to review and obtain the required approvals.
3. Upon receiving approval of the Building Permit and paying the balance of the building permit fees, the applicant shall comply with **all** conditions of approval and shall comply with all plan review notes on the **approved** set of building plans and the building permit, including obtaining the appropriate inspections and the Certificate of Occupancy **prior** to inhabiting the structure.
4. Any change to the originally submitted building plans must be reviewed and approved by the appropriate department(s) prior to construction of that portion. Depending on the change, there may be additional fees required.

My signature on this document represents that I have submitted all required documents as listed above. I understand that any document not submitted with my application will result in a delay in reviewing and the issuance of my building permit application and that the above list of required documentation is a guideline and may be subject to change without notice.

Signature: _____ Date: _____