

BUILDING PERMIT APPLICATION

CANYON COUNTY DEVELOPMENT SERVICES DEPARTMENT
 111 North 11th Avenue, #140, Caldwell, ID 83605
 Phone: 208-454-7458 Fax: 208-454-6633 www.canyonco.org/dsd

BP# _____



Builder Information

Property Owner Information

Name _____ Company Name _____		Name _____	
Mailing Address / Business Address _____		Mailing Address _____	
City, _____ State, _____ Zip _____	City, _____ State, _____ Zip _____		
Phone _____ Fax _____ email address _____	Phone _____ Fax _____ email address _____		
Contractor Registration # _____ Expiration Date _____	<u>Property Owner Signature</u> _____		Date _____

In lieu of the Property Owner Signature, the Applicant/Builder affirms that he/she is an appointed representative of the property owner for the sole intent of filing an application for this permit. Applicant/Builder agrees to indemnify, defend, and hold harmless Canyon County, its elected officials, offices, departments, employees and agents against all liability related to signing this form.

Signature: _____ Date: _____

Site Information

Site Address _____ City, _____ Zip _____	Parcel # _____	# of acres _____	Flood Zone _____	Yes / No _____
Subdivision Name _____	Lot _____	Block _____	Section _____	Township _____ Range _____ Quarter _____

Type of Structure

<input type="checkbox"/> New Residence	<input type="checkbox"/> New Accessory Structure	<input type="checkbox"/> New Commercial Structure					
<input type="checkbox"/> Residential Addition / Alteration	<input type="checkbox"/> Accessory Addition / Alteration	<input type="checkbox"/> Commercial Addition / Alteration					
<input type="checkbox"/> Manufactured Home	<input type="checkbox"/> Pool	<input type="checkbox"/> Other _____					
Main Floor sq. ft. _____	Other Floor sq. ft. _____	Bonus sq. ft. _____	Basement sq. ft. _____	Garage sq. ft. _____	Porches/Patios sq. ft. _____	Total sq. ft. _____	Project Value _____
Description of Construction _____					Use _____		

Manufactured Home Information

Home Manufacturer _____	Year Built _____	# of Transportable Sections _____	Width _____	Length _____	Sq Ft. of Living Space _____	Value _____
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Please check only those that apply:

<input type="checkbox"/> New	<input type="checkbox"/> Air Conditioner	<input type="checkbox"/> Standard Set
<input type="checkbox"/> Used/Year _____	<input type="checkbox"/> Heat Pump	<input type="checkbox"/> Permanent Foundation
<input type="checkbox"/> Rehabilitation Complete	<input type="checkbox"/> Ad-Volorem	<input type="checkbox"/> Home to be declared as Real Property
<input type="checkbox"/> Covered Porch/Patio	<input type="checkbox"/> Attached Garage / Carport	<input type="checkbox"/> Additions/Type _____

All information provided within this application is correct to the best of my knowledge. I understand that the acceptance of this application does not guarantee that a Building Permit or a Zoning Compliance Certificate will be issued and that this application will be used to help determine if the project complies with the Canyon County Zoning Ordinance and adopted Building Code.

****All required documents must be turned in at the same time as this application. DSD will not accept/hold incomplete applications. Building Permits do not start the approval process without all required documentation.**

Applicant/Builder Signature: _____ Date: _____

Printed Name: _____ Day time Phone Number: _____

- As soon as your permit is ready to be issued, our office will call you.
- When your Building Permit is ready for pick-up you may do so during office hours Monday through Friday, except holidays, from **8:00am to 4:00pm**.

BUILDING PERMIT SUBMISSION REQUIREMENTS

CANYON COUNTY DEVELOPMENT SERVICES DEPARTMENT

1115 Albany Street, Caldwell, ID 83605 www.canyonco.org/dsd.aspx Phone: 208-454-7458 Fax: 208-454-6633



NOTICE: This list of required documentation is a guideline and may be subject to change without notice.

Residential

- A detailed site plan (does not have to be to scale) showing dimensions of the entire property (boundary lines); show and label the use of each existing structure and the proposed new structure (i.e. house, barn shop) showing approximate distances from the proposed structure to the property boundaries and between structures. Indicate names of adjacent roads. Indicate where existing septic/well is in relation to structures; show any easements;
- Warranty Deed/Sales Agreement (signed) **if** change in ownership or description of parcel within past 60 days;
- Two (2) Complete sets of Building Plans 1/4" to 1" scale, including a floor plan with rooms labeled;
- 8½" x 11" copy of site plan and floor plans (all floors, including bonus room, existing floor plan w/ rooms labeled **if** addition to residence)
- RES Check (Energy/R-values) www.energycodes.gov
- Manual "J" or "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 if on a private road
- Any additional requirements from Conditional Use Permit Conditions, if applicable;
- If the proposed structure is located within a mapped flood area, you will need a Development Permit, including an Elevation Certificate which requires a \$70.00 fee at time application is submitted;
- \$70.00 Zoning Compliance Fee and \$180.00 Plan Review deposit (non-refundable) at time of submission - We accept cash, checks and credit cards (a minimum convenience fee applies).

Manufactured Home

- Site Plan – (does not have to be to scale) show dimensions of entire property, show and label the use (i.e. house, barn, shop) of all existing structures and the proposed structure, show distances between structures and from proposed structure to property lines
- Deed/Sales Agreement (signed) **if** change in ownership or description of parcel within past 60 days
- Floor Plan with rooms labeled
- Ad Valorem (required for previously owned Manufactured Homes that are being purchased from an individual showing that taxes are current. You may obtain a copy from the Assessor's office of the county where the home is located);
- 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 if on a private road;
- Any additional requirements from Conditional Use Permit Conditions if applicable;
- State Rehabilitation Compliance Checklist for Manufactured Homes constructed prior to June of 1976;
- **if** the proposed structure is located within a mapped flood area, you will need a Development Permit, including an Elevation Certificate which requires a \$70.00 fee at time application is submitted;
- \$70.00 Zoning Compliance Fee at time of submission – We accept cash, checks and credit cards (a minimum convenience fee applies).

Accessory Structure

- Site Plan – (does not have to be to scale) show dimensions of entire property, show and label the use (i.e. house, barn, shop) of all existing structures and the proposed structure, show distances between structures and from proposed structure to property lines
- Deed/Sales Agreement (signed) **if** change in ownership or description of parcel within past 60 days
- Two (2) complete sets of Building Plans ¼ inch scale, including a floor plan with rooms labeled
- 8½" x 11" copy of site plan and floor plans (all floors, including bonus room, existing floor plan **if** accessory addition)
- **if** the proposed structure is located within a mapped flood area, you will need a Development Permit, including an Elevation Certificate which requires a \$70.00 fee at time application is submitted
- Southwest District Health Department permit (accessory permit) if you are adding a bathroom, or if you are building close to any existing septic/drain field.
- \$70.00 Zoning Compliance Fee at time of submission – We accept cash, checks and credit cards (a minimum convenience fee applies)

Commercial Structure

- Site Plan – (Does not have to be to scale) Show dimensions of entire property, show and label the use (i.e. house, barn, shop) of all existing structures and the proposed structure, show distances between structures and from proposed structure to property lines
- Deed/Sales Agreement (signed) **if** change in ownership or description of parcel within past 60 days
- Two (2) Complete sets of Building Plans ¼ inch scale, including a floor plan with rooms labeled
- 8½" x 11" copy of floor plans
- Com-Check
- Fire District Stamp on plans submitted with accompanying documentation
- Southwest District Health Department Permit (Septic Permit) if applicable
- Highway District Access/Approach Permit or Idaho Department of Transportation Permit if on a State Highway if applicable
- **if** the proposed structure is located within a mapped flood area, you will need a Development Permit, including an Elevation Certificate which requires a \$70 fee; \$70 Zoning Compliance and \$180.00 Plan Review (non-refundable) at time application is submitted.