



Residential Permit Application Checklist

Apply Here;

<https://www.binghamcountyid.viewpointcloud.com>

Floodplain, Certificate of Elevation;

If any part of the structure is located in the flood plain, this is a required document on every permit. These are structure-specific, and therefore a new certificate is required for all new construction or additions. You will work with a licensed land surveyor to complete a total of three Elevation Certificates throughout the building process. They are required at the following stages: 1. Application submittal, known as Construction Drawings 2. Within 7 days after the foundation walls are poured, known as Building Under Construction 3. Final inspection, known as Finished Construction.

Easements;

If any part of your property is accessed by a private road or easement, a recorded easement must be provided to ensure legal access. If any easements are recorded on your property, no matter the type of easement, it must be depicted on your site plan.

Building permits ARE required for the following;

- Accessory structure exceeding 200 square feet (120 square feet if it is Commercial)
- Any structure being occupied, no matter the size
- Any repair or remodel that is structural in nature or changes the use/occupancy
- Any addition to an existing structure, no matter the size
- Deck or porch additions
- All commercial projects
- Solar, wind, or communication projects
- Equipment changeout on a communication tower
- Moving/setting a manufactured home
- Fence 7ft or taller (Engineering Required)
- In-ground swimming pools over 4 feet deep

List of phone numbers you may need;

- Septic Permits; SEI Health Department; 208-785-2160
- Plumbing Permits; Division of Building Safety; 1-208-334-3233; dbs.idaho.gov
- Electrical Permits; Division of Building Safety; 1-208-334-3233; dbs.idaho.gov
- Well Information; Dept of Water Resources; 208-525-7161; idwr.idaho.gov
- Highway Approach; Idaho Transportation Department; 208-782-3033
- County Road Approach; Road & Bridge; 208-782-3173
- Single Trip Permit; DMV; 208-782-3025; Motor Carriers 208-334-8611
- Shelley/Firth Fire Department; Chief Adams; 208-357-5454
- Blackfoot Fire Department – Chase Clark & Verl Jarvie, 208-785-8605

Are you Building inside City of Blackfoot or City of Shelley?

- City of Blackfoot; 208-785-8600
- City of Shelley; 208-357-3390

Are you Building inside City of Aberdeen, Basalt, Firth?

- Zoning permit is required for any construction
 - City of Aberdeen 208-397-4161
 - City of Firth 208-346-6574
 - City of Basalt 208-346-6411

Definitions of Residential Requirements;

- **Site Plan;** photo or drawing with proposed new structures, all existing structures, indicate all property lines, easements, right of ways and setbacks from those structures to all 4 sides to property lines. Include the driveway location, width and the distances from the approach to the property lines and existing approaches.
- **Plans;**
 - Rooms labeled
 - Location of all smoke detectors
 - Wall height and ceiling height
 - Footing/Foundation Plans
 - Floor layout/Framing/Evaluation
- **Design criteria;** 2018 Codes, 2018 IRC, 2018 IFGC, 2018 IMC, 2018 IECC
- **Design loads;**
 - Wind Speed; 115 Ultimate or 90 Basic
 - Seismic Design Category; C or D
 - Ground Snow Load; 42+ (elevation / 100 - 5)
 - Frost Line Depth; 30"
 - Weathering; Sever
- **Engineered Plan Design;** Required if any continuous wall is over 60' long or 12' tall, any irregular portions of structures per R301.2.2.2.2 or other non-prescriptive construction. Also, all commercial projects require engineering. Any fence over 7' tall also required engineering. These plans have to be stamped by an Idaho Licensed Engineer.
- **Septic Permit;** Idaho Health Department approval on existing system/upgrade, new septic permit or municipal sewer district connection approval.
- **Concrete Footing/Foundation Plans;** Complete footing/foundation details (Including; reinforcement/rebar schedule, anchor bolts, foundation straps, footing height/depth/width, frost wall depth (30") and concrete column side details)
- **Floor Plans;**
 - Fully dimensional plan of each floor
 - All window and door sizes (door/window schedule)
 - Braced wall lines and braced wall panel locations
 - Size of all load-bearing beams, headers and posts
- **Elevations** (Height above finished grade;)
 - All four elevations (front, each side and back)
- **Framing**
 - Wall sections – roof to foundation showing size/description of framing members
 - Stud spacing
 - Stair heights – including rails, rail spacing, stair rise, stair tread dimensions
 - Heading/Beam information
- **Truss Details and Layout;**
 - Layout of trusses from the truss manufacture (drafted layout will not work)
 - Detailed truss packet (will be provided at the framing inspection when engineering is provided)
- **Energy Code Checklist** Use the area is conditioned (living space) Not required in shops. Attached at the end of this packet
- **Heat Load Calculations;** Heat load calculations and duct design calculation sized based on building loads calculated in accordance with ACCA Manual J. 8th edition and ACCA Manual D (Showing layout/air damper locations), List of all appliances being fed.

New Construction Residential Building & Mechanical Permit;

Select When Building a one- or two-family residence or townhomes.

- Recorded Deed (Available at the clerk's office located in the court house)
- Site Plan, must include approach, measurements to all property lines & existing structures.
- Septic Permit/Will Serve Letter
- Footing/Foundation Plan
- Detailed Building Plans
- Floor plan with labeled uses
- Truss Layout from truss company
- Truss Details will be required at framing inspection. Engineered stamped packet required to be uploaded.
- Floor Joist Layout with legend from truss company for each floor (unless slab on grade and no second floor)
- Energy Code Checklist (Included on the last page of this packet, fill out values and upload)
- Heat Load Calcs/Duct Design (Provided from the Mechanical Contractor)
- Engineered Idaho stamped plans (Not always required but may be required depending on the plans complexity)
- Structural Calculations (Only required when engineered plans are required)

Manufactured/Modular Home Building & Moving Permit

Select when Placing a New or Used Manufactured/Modular Home

- Recorded Deed (Available at the clerk's office located in the court house)
- Site Plan, must include approach, measurements to all property lines & existing structures.
- Septic Permit/Will Serve Letter
- Footing/Foundation Plan or Block Setting Plan
 - If your located in a floodplain, permanent of FEMA approved permanent foundation is required.
- Detailed /Labeled Floor Layout
- Snow Load Verification, must be 30psf roof load. If no documentation is available, engineered is required.
- Data Plate (usually posted under the kitchen sink. If no Data Plate is found, a copy can be obtained from the Institute for Building Technology and Safety (IBTS) at (703) 481-2010, visit ibts.org or email labels@ibts.org.
- HUD tag (Red tag placed on the exterior of the home. There will be one tag per section on a double-wide)
- Title/Certificate of Origin. If manufactured before June 15, 1976, State of Idaho Rehab Program is required.

Residential Accessory Building Permit

Select When Building or Placing a Residential Accessory Building

- Current Recorded Deed (Available at the clerk's office located in the court house)
- Site Plan, must include measurements to all property lines & existing structures.
- Septic Permit/Will Serve Letter if adding a bathroom
- Footing/Foundation or Setting Plan
- Detailed Building Plans
- Floor plan with labeled uses
- If using premanufactured trusses
 - Truss Layout from truss company
 - Truss Details will be required at framing inspection. Engineered stamped packet required to be uploaded.
- Floor Joist Layout with legend from truss company for each floor (unless slab on grade and no second floor)

All Metal Buildings, Pole Barns or Shops more than 60' in length or 12' tall wood walls require the following;

- Engineered Idaho stamped plans
- Structural Calculations

Swimming Pool Permit (In-ground pool or spa)

Select when Building an In-ground Swimming Pool or Spa

- Current Recorded Deed (Available at the Clerk's office located in the court house)
- Site Plan, must include measurements to all property lines & existing structures.
- Pool Construction Plans
- Footing/Wall Plans
- Fence or Barrier Plans
- ASTM Applicable Reports/Documents

Deck or Porch Addition Building Permit

Select for an addition of an attached deck or porch to an existing residence.

- Current Recorded Deed (Available at the clerk's office located in the Court House)
- Site Plan, must include measurements to all property lines & existing structures.
- Footing/Foundation/Setting Plan
- Detailed Building Plans
- Engineered Idaho stamped plans (Not always required but may be required depending on the plans complexity)
- Structural Calculations (Only required when engineered plans are required)

Addition Building Permit

Select for an addition to an existing residential structure.

- Recorded Deed (Available at the clerk's office located in the court house)
- Site Plan, must include measurements to all property lines & existing structures.
- Septic Connection Letter approving the current system can support the changes/addition
- Footing/Foundation Plan
- Detailed Building Plans
- Existing Home Layout
- Truss Layout from truss company
- Truss Details will be required at framing inspection. Engineered stamped packet required to be uploaded.
- Floor Joist Layout with legend from truss company for each floor (unless slab on grade and no second floor)
- Energy Code Checklist (Included on the last page of this packet, fill out values and upload)
- Heat Load Calcs/Duct Design (Provided from the Mechanical Contractor)
- Engineered Idaho stamped plans (Not always required but may be required depending on the plans complexity)
- Structural Calculations (Only required when engineered plans are required)

Remodel Building Permit

Select for an interior remodel or structural repair of an existing residential structure.

- Current Recorded Deed (Available at the clerk's office located in the Court House)
- Site Plan, must include measurements to all property lines & existing structures.
- Septic Connection Letter approving the current system can support the changes/addition
- Detailed Building Plans with all remodel changes or repairs
- Energy Code Checklist (Included on the last page of this packet, fill out values and upload)
- If using premanufactured trusses
 - Truss Layout from truss company
 - Truss Details will be required at framing inspection. Engineered stamped packet required to be uploaded.
- Floor Joist Layout with legend from truss company for each floor (unless slab on grade and no second floor)
- Engineered Idaho stamped plans (Not always required but may be required depending on the plans complexity)
- Structural Calculations (Only required when engineered plans are required)

Mechanical Installation Permit – RESIDENTIAL

Select only in EXISTING BUILDINGS when Installing or changeout of gas line, fireplace, furnace, AC, mini split, exhaust fan, gas water heater. Contact our office for new buildings currently under construction.

- Description of work must be specific and encompass ALL WORK
- Mechanical Drawing Set:
 - Manual J, S, D
 - Mechanical Layout

Fence Building Permit - RESIDENTIAL

Select when Building a Fence 7' or taller

- Current Recorded Deed (Available at the Clerk's office located in the court house)
- Site Plan, must include measurements to all property lines & existing structures.
- Engineered Idaho stamped plans with an Engineered Footing Plan

Bridge Building Permit

Select when Building a Bridge

- Current Recorded Deed (Available at the Clerk's office located in the court house)
- Site Plan, must include measurements to all property lines & existing structures.
- Bridge Building plans/footing plans
- Joint Application (if applicable for floodplain)

Accessory Structure with Living Quarters Building Permit

Living space must be no more than 50% gross SF and located on a parcel with a minimum of 2-acres.

- Current Recorded Deed (Available at the Clerk's office located in the court house)
- Site Plan, must include measurements to all property lines & existing structures.
- Septic Permit/Will Serve Letter
- Footing/Foundation Plan
- Building Sections
- Elevations of each side of structure
- Floor plan (dimensioned) with labeled use of every space (bathroom, storage, office, kitchen, living, etc.)
- Truss Layout from truss company OR Roof plan (shows roof slopes and water drainage)
- Truss Details will be required at framing inspection. Engineered stamped packet required to be uploaded.
- Floor Joist Layout with legend from truss company for each floor (unless slab on grade and no second floor)
- Energy Code Checklist (Included on the last page of this packet, fill out values and upload)
- Heat Load Calcs/Duct Design (Provided from the Mechanical Contractor)
- Engineered Idaho stamped plans (Not always required but may be required depending on the plans complexity)
- Structural Calculations (Only required when engineered plans are required)

Solar Installation Permit – RESIDENTIAL

Select when installing any Solar

- Current Recorded Deed (Available at the Clerk's office located in the court house)
- Site Plan, must include measurements to all property lines & existing structures.
- UL Specification Sheets
- Idaho Engineer Sealed Plans
 - Roof-Mounted Solar:
 - Roof setbacks/fire access as required by code
 - Roof Analysis by Engineer
 - Ground-Mounted Solar
 - Foundation Plan and Details
 - Elevation Certificate (if you are in a floodplain) AND Elevation Study (if development exceeds 50 lots or 5 acres and you are in floodplain)
 - Zoning Permit (if in city limits of Firth, Basalt, or Aberdeen)

Temporary Second Dwelling With Conditional Use Permit Approved

Select when Placing a New or Used Temporary Manufactured/Modular Home Because of Medical Necessity

- Current Recorded Deed (Available at the Clerk's office located in the court house)
- Site Plan, must include measurements to all property lines & existing structures.
- Approved Conditional Use Permit
- Septic Permit/Will Serve Letter
- Temporary Block/Setting Plan & Floor Layout
 - If your located in a floodplain, permanent of FEMA approved permanent foundation is required.
- Snow Load Verification, must be 30psf roof load. If no documentation is available, engineered is required.
- Data Plate (usually posted under the kitchen sink. If no Data Plate is found, a copy can be obtained from the Institute for Building Technology and Safety (IBTS) at (703) 481-2010, visit ibts.org or email labels@ibts.org.
- HUD tag (Red tag placed on the exterior of the home. There will be one tag per section on a double-wide)
- Title/Certificate of Origin. If manufactured before June 15, 1976, State of Idaho Rehab Program is required)

Agriculture Exempt Building Permit

Select when Building an Ag-Building, A – Zoned Property, Ag Uses ONLY

- Current Recorded Deed
- Site Plan which must include measurements to all property lines & existing structures, to scale/dimension
- Detailed description of the structure's use, dimensions, and if the structure will be heated or cooled at any time now or in the future (if so, a Residential Accessory Building Permit is the appropriate permit to apply for)
- An Approach Permit Application if a new approach is being utilized to access the structure or if assigning an address is required for Emergency Response purposes
- Signed Acknowledgment of Use (attesting the use of an agriculturally exempt structure will meet Idaho Code and Bingham County Code requirements at all times) (Provided by the County)



BINGHAM COUNTY

PRESCRIPTIVE ENERGY CODE CHECKLIST FOR RESIDENTIAL CONSTRUCTION

Project Address:		Permit No.
Applicant Name:		Checked by:
Phone:	Email:	Date:
Project Type: (Circle One) <input type="checkbox"/> New Building <input type="checkbox"/> Addition <input type="checkbox"/> Renovation		Method:

Building Components	Prescriptive Standard	Proposed/Actual Value	Remarks
Insulation (R402.2) Prescriptive Standard is Minimum R-Value			
A. Ceilings with Attic Spaces (R402.2.1)	R-49		R-49 for climate zone 6 or R-38 for climate zone 5
B. Ceilings without Attic Spaces (R402.2.2)	R-49		Limited to 500 sq ft OR 20% of the total insulated ceiling area, whichever is less
C. Wood Fram Wall (Table R402.1.1)	R-22 or R-13+5		R-22 for interior cavity or R-13 for interior cavity plus R-5 insulated sheathing
D. Floors Over Unconditioned Space (R402.2.7)	R-30		Floor insulation shall maintain permanent contact with subfloor decking
E. Basement Walls (R402.2.8)	R-15 or R-19		R-15 Continuous insulation on the interior or exterior or R-19 for interior wall cavity
F. Slab-on-Grade Floors (R402.2.9)	R-10		Insulation depth shall be 4 feet
G. Crawl Space Walls (R402.2.10)	R-15 or R-19		R-15 Continuous insulation on the interior or exterior or R-19 for interior wall cavity
Fenestrations (R402.3) Prescriptive Standard is Maximum U-Factor			
H. Windows, Sliding Glass Doors, and Swinging Doors with > 50% glazing	U-0.30		An area weighted average may be used to satisfy the U-factor requirements but must include all windows, skylights, glass doors and opaque doors. Provide documentation if this is used
I. Skylights	U-0.55		