



Permit Application Checklist

Apply Here;

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

Certificate of Elevation;

If any part of the structure is located in the flood plain, this is a required document on every permit.

Building permits ARE required for the following;

- Accessory structure exceeding 200 square feet (120 square feet if it is Commercial)
- Any structure being occupied
- Repair/remodel that is structural in nature
- Any addition to an existing structure
- All commercial projects
- Solar, wind, or communication projects
- Moving/setting manufactured home
- Fence over 7ft tall (Engineering Required)

List of phone numbers you may need;

- Septic Permits; SEI Health Department; 208-785-2160
- Plumbing & Permits; Division of Building Safety; 1-800-955-3044; dbs.idaho.gov
- Electrical Permits; Division of Building Safety; 1-800-955-3044; dbs.idaho.gov
- Well Information; Dept of Water Resources; 208-525-7161; idwr.idaho.gov
- Highway Approach; Idaho Transportation Department; 208-782-3033
 - <https://gisp.itd.idaho.gov/portal/apps/sites/#/itd-permits>
- County Road Approach; Road & Bridge; 208-782-3173
- Single Trip Permit; DMV; 208-782-3025; Motor Carriers 208-334-8611

New Construction Residential Building & Mechanical Permit;

Select When Building a New Residence

- Current Recorded Deed (Available at the Clerk's office located in the court house)
- Site Plan with approach & measurements to property lines & existing structures
- Septic Permit/Will Serve Letter
- Footing/Foundation Plan
- Detailed Building Plans
- Truss Details and Truss Layout (Engineered from Truss company)
- Energy Code Checklist (Included in packet, fill out and upload)
- Heat Load Calcs/Duct Design (Provided from the Mechanical Contractor)
- Engineering or Idaho stamped plans (If needed)

Manufactured/Modular Home Building & Moving Permit

Select when Placing a New or Used Manufactured/Modular Home

- Current Recorded Deed (Available at the Clerk's office located in the court house)
- Site Plan with approach & measurements to property lines & existing structures
- Septic Permit/Will Serve Letter
- Block/Foundation/Setting Plan & Floor Layout
- Title or Certificate of Origin, if home is older than June 15, 1976, Rehabilitation Program must be completed

Addition Building Permit

Select for an addition to an existing structure.

- Current Recorded Deed (Available at the Clerk's office located in the Court House)
- Site Plan with approach & measurements to property lines & existing structures
- Septic Permit/Will Serve Letter if adding bedrooms
- Current home layout
- Floor layout with addition
- Footing/Foundation/Setting Plan
- Detailed Building Plans
- Truss Details and Truss Layout (Engineered from Truss company)
- Energy Code Checklist (Included in packet, fill out and upload)
- Heat Load Calcs/Duct Design (Provided from the Mechanical Contractor)
- Engineering or Idaho stamped plans (If needed) (For Pole Structures and Prebuilt Buildings, it is required)

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 with approach & measurements to property lines & existing structures
- Footing/Foundation/Setting Plan
- Detailed Building Plans
- Engineering or Idaho stamped plans (If needed) (For Pole Structures and Prebuilt Buildings, it is 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 with approach & measurements to property lines & existing structures
- Septic Permit/Will Serve Letter if adding bedrooms
- Current home layout with remodel or repairs
- Detailed Building Plans
- Truss Details and Truss Layout (Engineered from Truss company)
- Engineering or Idaho stamped plans (If needed) (For Pole Structures and Prebuilt Buildings, it is required)

Accessory Building Permit

Select When Building or Placing a Shop, Detached Garage, Pole Building/Barn, Carport, Shipping Container

- Current Recorded Deed (Available at the Clerk's office located in the court house)
- Site Plan with approach & measurements to property lines & existing structures
- Septic Permit/Will Serve Letter if adding a bathroom
- Footing/Foundation/Setting Plan
- Detailed Building Plans
- Truss Details and Truss Layout (Engineered from Truss company)
- Engineering or Idaho stamped plans (If needed) (For Pole Structures and Prebuilt Buildings, it is required)

Accessory Structure with Living Quarters

Living space must be no more than 50% gross SF, on a 2-acre min. parcel

- Current Recorded Deed (Available at the Clerk's office located in the court house)
- Site Plan with approach & measurements to property lines & existing structures
- Septic Permit/Will Serve Letter
- Footing/Foundation Plan
- Detailed Building Plans
- Truss Details and Truss Layout (Engineered from Truss company)
- Energy Code Checklist (Included in packet, fill out and upload)
- Heat Load Calcs/Duct Design (Provided from the Mechanical Contractor)
- Engineering or Idaho stamped plans (If needed)

Mechanical Permit – RESIDENTIAL

Select when Installing Residential gas line, fireplace, furnace, AC, mini split, exhaust fan, water heater

- In description of work, be specific of the work being done

Solar Permit – RESIDENTIAL

Select when installing any Solar

- Current Recorded Deed (Available at the Clerk's office located in the court house)
- Site Plan with approach & measurements to property lines & existing structures
- Footing Plans if Panels are Ground Mount
- Engineered Plans

Bridge Building Permit

Select when Building a Bridge

Current Recorded Deed (Available at the Clerk's office located in the court house)

- Site Plan with approach & measurements to property lines & existing structures
- Bridge Building plans/footing plans

Fence Building Permit

Select when Building a Fence 7' or taller

- Current Recorded Deed (Available at the Clerk's office located in the court house)
- Site Plan with approach & measurements to property lines & existing structures
- Engineered or Idaho stamped plans with an Engineered Footing/Foundation Plan

Tower Building Permit

Select when Building a Residential Tower

Current Recorded Deed (Available at the Clerk's office located in the court house)

- Site Plan with approach & measurements to property lines & existing structures
- Building plans/footing plans

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 with approach & measurements to property lines & existing structures
- Approved Conditional Use Permit
- Septic Permit/Will Serve Letter
- Temporary Block/Setting Plan & Floor Layout
- Title or Certificate of Origin, If home is June 15, 1976 or older, Rehabilitation program must be complete

Agriculture Exempt Building Permit

Select when Building an Ag-Building, A – Zoned Property, 5-Acre parcel Minimum, Ag Uses ONLY

- Current Recorded Deed

Definitions of Requirements;

- **Site Plan;** photo or drawing with proposed new structures, existing structures, indicate all property lines, easements, right of ways and setbacks from those structures on all 4 sides to property lines. Also include the driveway width and the distances from the approach to the property lines.
- **Plans;** Design criteria for 2018 Codes, 2018 IRC, 2018 IFGC, 2018 IMC. Design loads (ie: Ground Snow Load=42+; Wind Speed = 115; Seismic Design Category = C or D; Weathering = Severe; Frost Line Depth = 30";
 - Rooms labeled
 - Location of all smoke detectors
 - Wall height and ceiling height
 - Footing/Foundation Plans
 - Floor layout/Framing/Evaluations
- **Engineered Plan Design;** If any wall is over 60" long or 12" tall, if 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 (ie: height, width reinforcement/rebar schedule, anchor bolts, foundation straps, shear wall, details, footing depth/width, frost wall depth (30") and concrete column details)
- **Floor Plans;**
 - Scales at $\frac{1}{4}" = 1' - 0"$
 - 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;)
 - Scale at $\frac{1}{4}"$ or $\frac{1}{8}" = 1' - 0"$
 - All four elevations
 - Extent of foundation walls and footings below finished grade
- **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 and detailed sheets on each truss with specifications
- **Energy Code Checklist** (Attached) Use if using any insulation.
- **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. (This is usually completed by the Mechanical Company hired to install the system.)



BINGHAM COUNTY

PRESCRIPTIVE ENERGY CODE CHECKLIST FOR RESIDENTIAL CONSTRUCTION

Project Address:		Permit No.
Applicant Name:		Checked by:
Phone:	Email:	Date:
Project Type: (Check 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		