



Latah County Planning and Building

Building Permit Application – Short Version

This permit application is the abbreviated version. You can find the full application and additional handouts on our website, or they can be printed upon request

[HTTPS://LATAHCOUNTYID.GOV/PLANNING_BUILDING/](https://latahcountyid.gov/planning_building/)

Application Submittal

Plans, applications and other written correspondence must be submitted electronically. Please ensure plans, application and checklist are complete to reduce the number of delays. If you need assistance or do not have digital plans, please contact our office.

Application Acceptance

Plans must be accepted as complete and the plan review fee must be paid before zoning check and plan review can begin. See page 2.

Other Permit Contacts

Septic Permits and Inspections:

North Latah Health Department

(208) 882-7506

333 E Palouse River Drive, Moscow

Roadway Access Approvals:

Idaho Transportation Department

(208) 799-5090

North Latah Highway District

(208) 882-7490

South Latah Highway District

(208) 285-1412

State of Idaho Inspections:

Electrical and Plumbing

Permit Support:

(208) 334-3950

State Inspection Request Line

(Electric and Plumbing)

dopl@dopl.idaho.gov

Permit site: dopl.idaho.gov

Idaho Department of Water Resources

(208) 762-2800

Available Supplemental Information:

- Application with all handouts (Full Building Permit Application)
- Complete Building Permit Checklist
- Driveway and Site Plan Requirements
- Site, Safety, Construction, Driveway & Parking Requirements
- Industrial Zone & Commercial Zone Requirements
- Foundation Waterproofing and Damp-Proofing
- Hazardous Locations for Glazing
- Stairways, Landings, Guards, and Handrails
- Insulation & Ventilation Requirements

IMPORTANT: Zoning approvals may impose additional conditions that must be satisfied prior to permit issuance/construction, or as a condition of final permit approval. Zoning Districts may have additional design standards. Please contact a planner for assistance.

BUILDING PERMIT APPLICATION REQUIREMENTS

Please ensure all documentation is complete prior to submission to avoid delays in the permitting process. *Permits will not be accepted unless all documentation is provided at the time of submission.*

TO OBTAIN A PERMIT FOR NEW CONSTRUCTION, THE FOLLOWING ITEMS ARE REQUIRED WITH THE APPLICATION (SOME MAY NOT BE APPLICABLE-FOR EXAMPLE, IF YOU ARE BUILDING A SHED, YOU WILL NOT NEED APPROVAL FOR A SEPTIC). IDAHO CODE REQUIRES APPLICATIONS WITH MISSING INFORMATION BE DEEMED INCOMPLETE UNTIL ALL OF THE REQUIRED INFORMATION HAS BEEN SUBMITTED.

- **Complete submittal of the building permit application** including applicant information, contact information, contractor information, address or parcel number.
- **Signature:** The property owner(s) are required to sign the application.
- **Zoning approval** completed through the Planning Department to make sure that the parcel is buildable, will meet all the setback requirements, will meet any other zoning requirements (such as flood hazard permits, design standards, industrial standards, etc.) and has all the necessary zoning permits. For example: Any Conditional or Administrative Use Permits for accessory cottages must be submitted before submitting a building permit.
- **Non-refundable permit deposit**
- **Address fee/change of address fee** or existing assigned address at the location of the access point off the road.
- **Site plan** with an image of the parcel that includes distances from each property line, shows utilities, easements, infrastructure (such as well and septic) and other structures/items on the parcel. See attachment.
- **Driveway plan** showing where the driveway will access the property, the drive to the structure, and includes enough information to ensure staff can make sure it meets the driveway requirements found in 9-9-2 of the Code of Latah County. Driveway plans can be included in the site plan. Submit engineering, when required by 9-9-2, with your application.
- **Plans** demonstrating how the building will be constructed to code. Refer to the building permit application/checklist for items required for plan submittal. Typically, structures approved under the IBC and some structures under the IRC require plans designed and stamped by an Idaho licensed design professional (architect or engineer). Check with our office prior to designing your plans for required design standards. Plans can be submitted online or to PB@LatahCountyID.gov. **There is a fee for paper plans larger than 11x17.** Once approved, plans must be printed to scale and available on site for the inspector.
- **Approval for septic system** – Provide copy of approved North Central Health District septic permit. A perc test/soil evaluation *is not* an approved septic permit.
- **Approval for road access** – Provide copy of approved road access permit.
- **Engineering documentation if required based on permit.** Stamped, signed and dated by the engineer. All trusses are required to be engineered to meet the required snow load.

IN ADDITION TO THE ABOVE, PLEASE CHECK EACH PERMIT PACKET FOR ADDITIONAL REQUIREMENTS. INITIAL DETERMINATION OF COMPLETENESS DOES NOT GUARANTEE PLAN REVIEW APPROVAL OR THAT ADDITIONAL INFORMATION WILL NOT BE NEEDED DURING THE PLAN REVIEW PROCESS.



BUILDING PERMIT APPLICATION

LATAH COUNTY DEPARTMENT OF PLANNING & BUILDING

Leave blank or write in parcel number (if known) if no address has been assigned

↓ BP #

JOB ADDRESS:			
(number)	(road name)	(city)	(zip code)
IF NO ADDRESS HAS BEEN ASSIGNED OR DRIVEWAY LOCATION HAS CHANGED, A NEW ADDRESS IS REQUIRED.			
1. Proposed approaches will not be approved for an address. A copy of your highway district or ITD approval must be submitted, and all approaches must be constructed prior to any address being issued. Driveways with three or more existing or potential users will be required to be named as a "lane".			
2. Attach a map showing the location of your approved constructed approach including measurements to property lines, the public road, and proposed and existing structures.			
Point of Contact: ☐ Owner ☐ Contractor ☐ Engineer/Architect ☐ Other:		Preferred Method of Contact: ☐ Text ☐ Phone ☐ Email	
OWNER:		Mailing Address:	
Phone:	Cell #:	Email:	
CONTRACTOR:		Mailing Address:	
Phone:	Cell #:	Email:	License #:
ENGINEER/ARCHITECT:		Mailing Address:	
Phone:	Cell #:	Email:	License #:
This building has: ☐ Plumbing ☐ Electrical ☐ None We will not schedule a framing inspection if you haven't submitted your state electrical and plumbing permit numbers to this office. Please get us these numbers as soon as they are issued.		Plumbing permit:	Electrical permit:
# Of Existing Dwellings on Parcel	# Of other structures on parcel	Uses on parcel:	
Please describe the type of work you will be completing and what this structure will be used for:			
<i>*Many types of structures are required to have plans stamped by a design professional. Please contact the Building Department prior to plan submittal for a determination.</i>			
Class of Work: ☐ New ☐ Addition ☐ Alteration ☐ Repair ☐ Move ☐ Change of Use		Approximate size of new structure:	
Authorization and Notice			
THE PERMIT APPLIED FOR WITH THIS APPLICATION BECOMES NULL AND VOID IF NO INSPECTION IS REQUESTED AND PERFORMED FOR THE WORK AUTHORIZED WITHIN 180 DAYS FROM DATE OF ISSUANCE AND/OR IF NO INSPECTION IS REQUESTED AND PERFORMED FOR A PERIOD OF 180 DAYS FROM THE MOST RECENT INSPECTION. THE COUNTY HAS NO RESPONSIBILITY TO MAKE YOU AWARE OF YOUR PERMIT'S EXPIRATION AND ANY NOTIFICATION YOU MAY RECEIVE IS A COURTESY; YOU ARE ACCOUNTABLE FOR THE PERMIT'S STATUS. I AGREE THAT PURPOSELY SCHEDULING AN INSPECTION MORE THAN 48 BUSINESS HOURS IN ADVANCE OF THE INSPECTION WAIVES MY RIGHTS PRESCRIBED UNDER IDAHO CODE SECTION 39-4117. FURTHERMORE, THIS PERMIT IS VOIDABLE AND MAY BE REVOKED BY THE COUNTY IF THERE IS ANY MISREPRESENTATION IN THIS APPLICATION, INCLUDING BUT NOT LIMITED TO MISREPRESENTING THE LOCATION OF THE PROPERTY LINES OR IF THERE IS A FAILURE TO PERFORM THE WORK AS REPRESENTED IN THE APPLICATION.			
BY SUBMITTING THIS APPLICATION, THE APPLICANT AND PROPERTY OWNER VOLUNTARILY CONSENT TO AND AUTHORIZE LATAH COUNTY STAFF TO ENTER, VISUALLY AND PHYSICALLY ASSESS AND DIGITALLY RECORD THE SUBJECT PROPERTY FOR PURPOSES OF APPLICATION REVIEW, INSPECTION, VERIFICATION, COMPLIANCE REVIEW, AND ENFORCEMENT OF APPLICABLE LAWS AND REGULATIONS. ANY VIOLATIONS OR UNLAWFUL CONDITIONS OBSERVED DURING LAWFUL ENTRY MAY BE INVESTIGATED AND ENFORCED IN ACCORDANCE WITH APPLICABLE LAW. REVOCATION OF CONSENT TO ENTER MAY BE GROUNDS FOR THE PERMIT TO BE WITHHELD, SUSPENDED, REVOKED, OR NOT RENEWED.			
THE APPLICANT/OWNER/CONTRACTOR ARE RESPONSIBLE FOR KNOWING THE LOCATION OF THE PROPERTY LINES AND FOR REPRESENTING THEM TO THE COUNTY ACCURATELY. THE COUNTY IS NOT RESPONSIBLE FOR KNOWING OR VERIFYING THE LOCATION OF PROPERTY LINES AND VERIFICATION OF SUCH IS NOT PART OF ANY INSPECTION CONDUCTED BY THE COUNTY. THE COUNTY RELIES ON THE APPLICANT/OWNER/CONTRACTOR'S REPRESENTATIONS REGARDING THE PROPERTY LINES TO CHECK SETBACKS, ENSURE THE STRUCTURE IS BUILT ON THE PROPERTY INDICATED AND FOR COMPLIANCE WITH CODES. IF THE OWNER/APPLICANT/ BUILDER IS NOT AWARE OR UNSURE OF THE LOCATION OF THE PROPERTY LINES, THE OWNER IS RESPONSIBLE FOR PROCURING A SURVEY TO LOCATE THE PROPERTY LINES. THE APPLICANT OR OWNER IS RESPONSIBLE FOR ANY DAMAGES THAT MAY ARISE FROM ANY MISREPRESENTATION ON THIS APPLICATION OR ON ANY PROPERTY.			
COMMENCEMENT OF CONSTRUCTION PRIOR TO THE ISSUANCE OF A BUILDING PERMIT OR IN VIOLATION OF ANY CODE, IS DONE WITH THE UNDERSTANDING THAT ALL WORK WILL BE REMOVED, AND PROPERTY CONDITIONS MAY BE REQUIRED TO BE RESTORED, IF A PERMIT IS NOT ISSUED OR IF IT IS REVOKED, AND THAT IF A PERMIT IS ISSUED THE PERMIT SHALL BE SUBJECT TO ADDITIONAL FEES. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER FEDERAL, STATE OR LOCAL LAW.			
I HEREBY CERTIFY THAT I HAVE READ, EXAMINED, AND UNDERSTAND THIS APPLICATION AND NOTICE AND CERTIFY THIS APPLICATION TO BE TRUE AND CORRECT.			
a. Signature of Property Owner* (required)	b. Date	c. Signature of Applicant (if different than property owner)	d. Date
a. Signature of Contractor	b. Date		

Site Plan + Driveway Map Instructions

This handout outlines the minimum information required on a site plan + driveway map submitted for review. All driveways must comply with the Designs Standards set forth in Latah County Land Use Regulations. **Prior to driveway construction, check with the Planning Department as other requirements may apply.**

Required Submittal Items:

Property & Structures

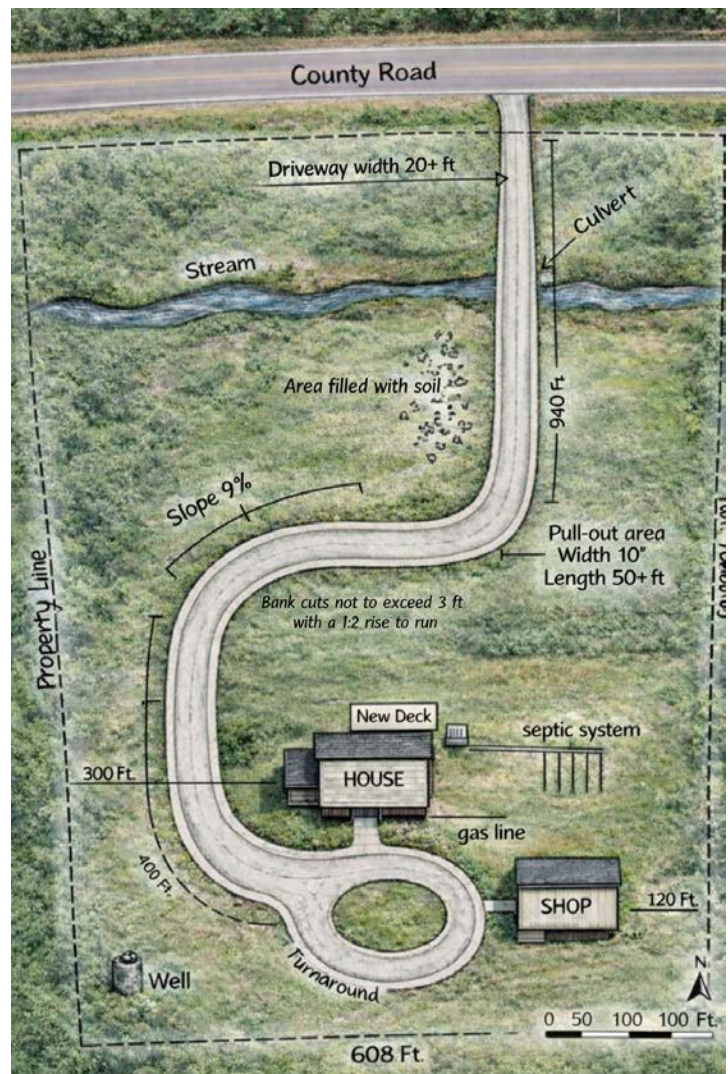
- Show new and existing structures with distances to property lines, other structures, streams, septic, well, and roadways
- Easements, water lines, and gas lines crossing the property

Access & Driveway Details

- Approved access from Highway District or ITD
- Driveway length and width (show total and segmented areas where conditions change)
- Slopes/grades clearly labeled (no more than 10% for over 100 ft unless engineered)
- Cutbanks with horizontal and vertical measurements
- Turnouts / pullouts / curves with dimensions and locations
- Turn-around locations with configuration and dimensions

Water & Drainage

- Stream crossings (culverts, bridges, etc.) and floodplain
- Culverts and water breaks clearly shown and labeled



Important Note

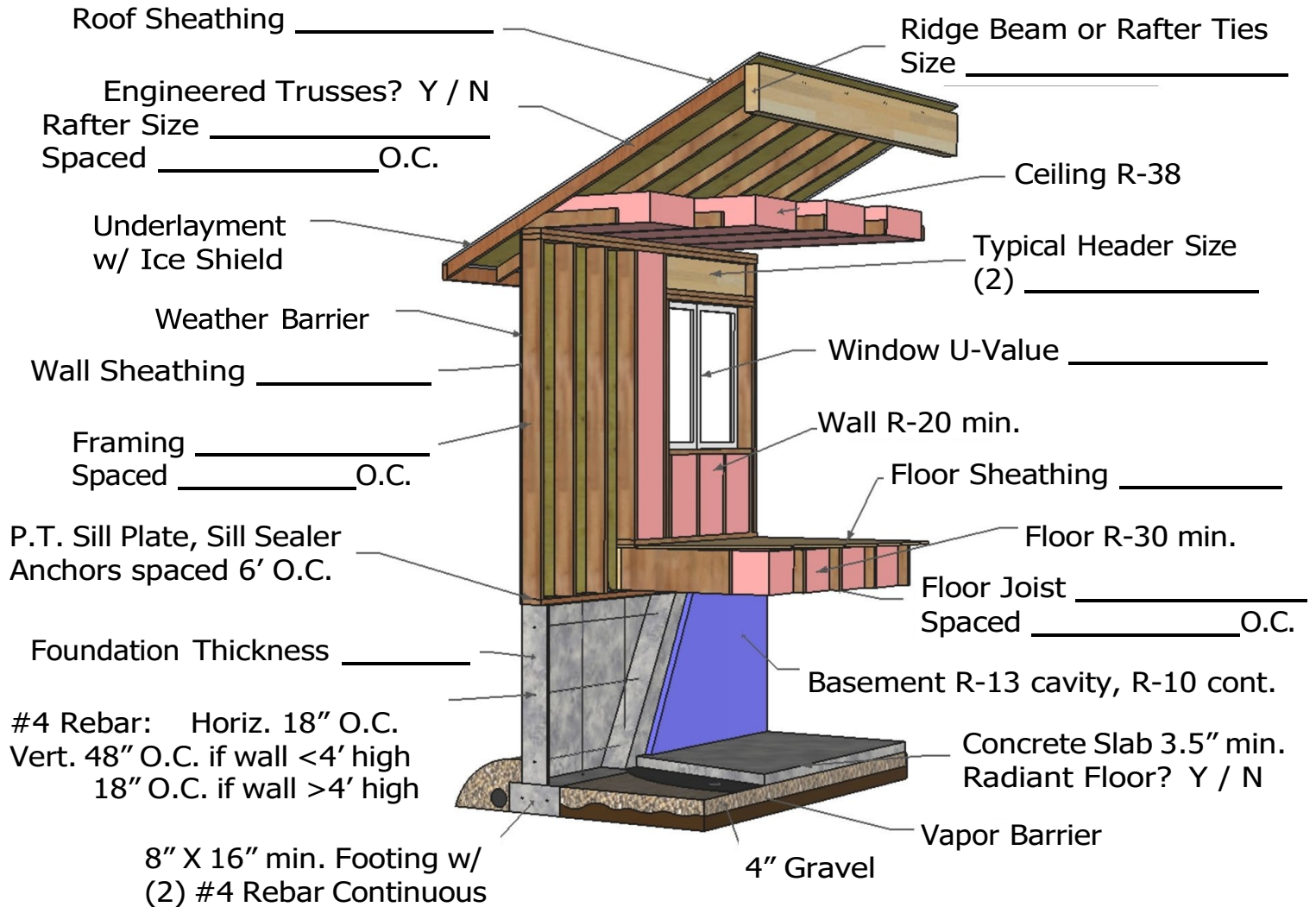
Driveways may require engineering.

EXAMPLE ONLY: Refer to Design Standards for site specific requirements

Please refer to the ordinance for code-specific requirements related to each item listed above. Incomplete or unclear driveway maps will be returned for revision.

Latah County Land Use Regulations: https://www.latah.id.us/planning_building/

WALL SECTION DETAIL



- Footings must be placed 30" below grade on undisturbed soil
- Dampproofing and subsoil drain required when retaining usable space
- Attic and Crawlspace must be adequately ventilated
- Provide any engineered designs/layouts. i.e.: Trusses, I-Joists, etc.
- Special conditions may require additional elements
- Other building details must be provided in addition to this form