

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.