



Building Permit Process & Checklist

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PERMIT PROCESS

1. Submit all required information with a building permit application to the City of Driggs.
2. The information will be reviewed by the Planning and Zoning Administrator to ensure the Zoning Ordinance has been met, and then by the Building Inspector and the Fire Marshal (for commercial permits) to ensure all building codes are met. **Allow 10 working days for this process (20 working days for more for complex, commercial buildings or hangers).**
3. Once the building permit application has been reviewed and approved, the Planning and Zoning Administrator will notify the Applicant that the permit is ready to be picked up at the City of Driggs.
4. Upon receiving the Building Permit, the building permit fees, water and sewer connection fees and impact fees must be paid, along with a \$2000 road damage bond if any road cutting for utilities is planned. Applicable fees are as follows:

Building Permit Fee

VALUATION*	FEE
\$1 to \$50,000	\$100 + \$50/Inspection
\$50,001 to \$250,000	0.7% of Valuation
\$250,001 to \$500,000	0.6% of Valuation
\$500,001 to \$1,000,000	0.5% of Valuation
\$1,000,001 to \$2,500,000	0.4% of Valuation
Over \$2,500,000	0.3% of Valuation

*Valuation is determined by the ICC and published in the [Building Safety Journal](#) (most recent edition).

Water and Sewer Connection Fees

	IN CITY LIMITS	OUT OF CITY LIMITS
Water 1" Connection	\$1785.00	\$2677.50
MXU	\$163.00	
Meter (line size)	\$205 (1") \$510 (1.5") \$720 (2")	
Meter Installation Fee	\$65.00	
Sewer Connection	\$2625.00	\$3937.50
Over 25 WSFUs	\$105.00/WSFU	\$157.50/WSFU

Impact Fees

CATEGORY	PARKS	STREETS*	TOTAL
Residential (per dwelling)	\$1,222.75		
Residential (per 1bdm dwelling unit / studio apt)	\$815.15		
Nonresidential (per sq ft)	\$0.15		
Detached Single Family w/ 2 or more bedrooms (per dwelling unit)		\$1,327	\$2,549.75
Detached Single Family w/ less than 2 bedrooms (per dwelling unit)		\$872	\$1,687.15
Multifamily (per dwelling unit)		\$872	\$2,094.75
Retail (per sq ft)		\$6.35	\$6.50
Office (per sq ft)		\$1.95	\$2.10
Industrial (per sq ft)		\$1.40	\$1.55

*Street impact fees are waived for infill development until December 31, 2017.

5. It is the responsibility of the applicant to contact the building or mechanical inspector directly at least 24 hours in advance for any and all required inspections. All inspections will be scheduled the next working day, if notice is given before 3:00pm.

Residential: Al Russo (208) 709-5740

Commercial: Jason Letham (208) 317-3365

Mechanical: Wyatt Penfold (208) 709-6810

It is the responsibility of the applicant to arrange State Electrical and Plumbing inspections, and present proof of compliance prior to issuance of Certificate of Occupancy.

6. PRIOR to excavation, builders are required to notify utility companies for locating services. Call the Idaho digline at 811 or visit www.digline.com.
7. Garbage dumpsters and sanitary facilities, such as a Port-a-Potty, need to be provided on your property (NOT IN THE ROADWAY) during and until construction is completed. Inspections will not be done if these items are not provided.
8. Street addresses are required on all new or remodeled structures, consisting of minimum 3" height numbers, and are plainly visible and legible from the street or road fronting the property.
9. Water Meter Barrels are to be purchased by the applicant which will consist of:
 - 18 x 72 Thermal Coil SGL Meter Box L/BOT,
 - 18 x 4 Insulation Pad with Nylon Strip HDL
 - 18 Locked Meter Box Lid with 2-inch holeThese parts can be purchased from Ferguson Enterprises- 6715 Overland Dr. Idaho Falls, ID 83402 208-528-7490.
10. Water Meters will be installed by the Public Works Department. Call 354-2362 to schedule.

BUILDING PERMIT APPLICATION CHECKLIST

All plans must be drawn to scale on reproducible paper with minimum dimensions of at least 11" X 17"

____ **Single and Two-Family Residential** buildings: two complete sets of plans (complying with 2012 International Residential Codes, including the Radon Resistant construction methods in Appendix F of the 2012 IRC) and specifications of proposed construction must be submitted.

____ **Multi-Family Residential** buildings: two sets of plans as above, and discuss Landscape Ordinance requirements and Parking Plan requirement with the Planning & Zoning Administrator and submit required landscaping plan and parking plan along with building permit application.

____ **Commercial** buildings: four complete sets of plans (complying with 2012 International Building Codes, including the 2012 IECC), **stamped by a structural and architectural engineer**, are required.

____ *Check with the Planning & Zoning Administrator on Design Review requirements (see [Appendix A](#) of Zoning Ordinance) and complete Design Review process prior to submitting building permit application.*

____ **Mechanical Permit Only:** two complete sets of plans showing the layout, placement, and specs of the mechanical equipment (hood, fireplace, HVAC, etc.), and related applicable info (exhaust vent location, make up air location, gas line sizing, btu load for each appliance, etc.).

____ Two copies of the **Site Plan** (example attached) must accompany all plans indicating property lines, setbacks, street frontages with street names, easements, water and sewer lines, driveway(s), any trees to remain, north arrow, and drawing scale (drawn to a standard engineer's scale). Staking may be required.

____ Floor plans at a scale of 1/4" = 1'0" consisting of:

- a. Fully dimensioned footing and foundation wall plans
- b. Fully dimensioned 1st, 2nd, 3rd etc. floor plans.
- c. All window and door sizes including skylights if applicable.
- d. Complete plumbing, electrical, and mechanical (HVAC) plans.
- e. Direction of floor / roof framing members.
- f. Size of all load-bearing beams and posts.
- g. Smoke detector locations - "hard wired" - one in each sleeping room, adjacent hallway, and on each floor.
- h. Carbon monoxide detectors are strongly recommended for structures heated by wood, wood pellets, or oil, in the same location pattern as required smoke detectors.

____ Elevations consisting of:

- a. All four elevations at a scale of 1/4" or 1/8" = 1'0"
- b. Extent of foundation walls, footings, and openings.

____ Building sections consisting of:

- a. Concrete footings and foundations walls, including reinforcing steel.
- b. Wall section(s) - roof to footing showing all vertical dimensions (i.e., finished floor, finished ceiling and footing depth) wall member sizes, floor joist size, type and spacing and beam locations, exterior and interior siding and finishing materials.
- c. Stair sections, including rail height, state rises and tread dimensions.
- d. Roof members or trusses. On truss design drawings the manufacturer must submit engineer-stamped drawings for approval before fabrication.

____ Completed door and window schedules. Each sleeping room must meet egress requirements.

____ Longitudinal or cross-sections are required in buildings with intricate rooflines or interiors.

____ All buildings will have a snow load of 90 pounds per square foot (ground snow load), frost depth of 36 inches, wind pressure of 90 mph and a seismic zone of D1.

____ Insulation R-Values will be as follows unless a Residential Energy check is done to show they can be reduced.

Basement walls	R18
Crawl Space	R21
Main/Exterior Walls	R21
Ceiling/Roof	R49

____ For all structures within 1,000 feet of the Driggs-Reed Memorial Airport Runway, a completed copy of the FAA Form 7460-1 must be submitted. If there is uncertainty as to the conformance, an approval from the FAA may be required prior to the release of the building permit.

____ Any **new single- or two family home** shall be constructed using radon resistant construction methods in accordance with Appendix F of the 2012 IRC. Any new school building or any new building containing a residence which is not subject to the IRC shall be constructed in accordance with the guidelines contained

in the EPA's document: "Radon Prevention in the Design and Construction of Schools and Other Larger Buildings (1994)"

____ Those building in Huntsman Springs, Calico Sky or Shoshoni Plains Subdivision must submit building plans to the appropriate Home Owners Association.

SAMPLE SITE PLAN

SITE PLAN
1"=15'

ZONING: R-1	
LOT SIZE: 11,502 SF	
LOT COVERAGE: 19%	
SETBACKS	
REG.	PROP.
FRONT	20' 24'
REAR	20' 45'
E. SIDE	10' 27'
W. SIDE	10' 20'

STRUCTURE	
1 ST FLOOR	1096 SF
2 ND FLOOR	768 SF
PORCH	60 SF
GARAGE	448 SF
DRIVEWAY	1200 SF

