



Description of work: (i.e.: new office, 10'x5' office addition, 30'x25' detached storage bldg. [include list of stored items], etc.)

**NEW:**

1 <sup>st</sup> Floor	_____ Sq. ft.	2 <sup>nd</sup> Floor	_____ Sq. ft.	3 <sup>rd</sup> Floor	_____ Sq. ft.	Height	_____
Finished Basement:	_____ Sq. ft.	Unfinished Basement:	_____ Sq. ft.				
Daylight Basement:	_____ Sq. ft.	Attached Carport:	_____ Sq. ft.				
Attached Garage:	_____ Sq. ft.	Attached Garage 2 <sup>nd</sup> floor:	_____ Sq. ft.				
Covered Patio:	_____ Sq. ft.	Covered Deck:	_____ Sq. ft.				
Deck over 30" from grade:	_____ Sq. ft.	Covered entry porch/ canopy:	_____ Sq. ft.				

**ADD/REMODEL:**

Main Floor:	_____ Sq. ft.	2 <sup>nd</sup> Floor:	_____ Sq. ft.	Height:	_____
Finished Basement:	_____ Sq. ft.	Unfinished Basement:	_____ Sq. ft.		
Daylight Basement:	_____ Sq. ft.	Attached Carport:	_____ Sq. ft.		
Attached Garage:	_____ Sq. ft.	Attached Garage 2 <sup>nd</sup> floor:	_____ Sq. ft.		
Covered Patio:	_____ Sq. ft.	Covered Deck:	_____ Sq. ft.		
Deck over 30" from grade:	_____ Sq. ft.	Covered entry porch/ canopy:	_____ Sq. ft.		

**OTHER:**

Move:	_____ Sq. ft.	Detached carport:	_____ Sq. ft.
Detached garage/shop:	_____ Sq. ft.	Detached garage/shop 2 <sup>nd</sup> floor:	_____ Sq. ft.
Accessory Storage Bldg.:	_____ Sq. ft.	Height:	_____

Repair (detailed description of work): \_\_\_\_\_

Other (detailed description of work): \_\_\_\_\_

Estimated Value: \$ \_\_\_\_\_ Total Square Footage: \_\_\_\_\_

**NOTICE:**

- Separate permits are required for electrical, plumbing, heating, ventilating, or air conditioning issued through the Division of Occupational and Professional Licenses.
- Charges for city utility (water/sewer) connections shall be collected in advance. Any overpayment will be refunded or an underpayment billed
- IT IS UNLAWFUL TO OCCUPY WITHOUT FINAL INSPECTION.
- The Certificate of Occupancy or Certificate of Completion will not be issued until all required inspections are completed.
- This permit does not include wood stoves.
- The applicant is responsible for the location of all property lines and setbacks, and the groundwater table for a dry floor in the crawl space or basement.

**REQUIRED PLANS/INFORMATION TO ACCOMPANY COMPLETED APPLICATION**

Digital PDF **or** Two (2) full sets of plans (stamped by an Idaho Licensed Architect or Engineer as appropriate) including the following, which are required to be on a minimum of 11” x 17” paper:

- a. Site plan (see attached instructions)
- b. Floor plans with dimensions
- c. Elevation views
- d. Footing and foundation with reinforcing dimensions
- e. Typical construction detail and firewall detail
- f. Cross section and stair detail
- g. Truss and floor joist details (if applicable)

Please save the PDF directly from the CAD file, instead of a scan, if possible.

**REQUIRED COMMENT/APPROVAL LETTERS FROM THE FOLLOWING AGENCIES:**

Highway District approach permit/approval, (if being built in a non-platted subdivision):	Buhl Highway District—Attn: Ted Beus 1410 Main St, Buhl, ID 83316 208-543-4298
Canal Company approval, if applicable:	Twin Falls Canal Company—Attn: Jason Brown 357 6th Ave W, Twin Falls, ID 83301 208-733-6731
Fire District comment/approval:	Buhl Rural Fire Protection District Attn: Chief Andrew Stevens 201 Broadway Ave N, Buhl, ID 83316 208-543-5664

**PRIOR TO THE FIRST INSPECTION**  
**Property Address Must Be Posted at Public Road Entrance, (Lot # if in a Subdivision) AND**  
**Property Boundaries Must Be Clearly Marked.**

I am applying for a permit to perform the work described above.

I confirm that I have carefully reviewed this application and certify that all the information provided is accurate and complete.

As the applicant, I understand that it is my responsibility to ensure that all work, materials, and inspections comply with the State and City codes, ordinances, and Building Department regulations before they are used or occupied. I agree that the work outlined in the plans and specifications will be carried out in accordance with the relevant regulations.

\_\_\_\_\_  
Signature of Contractor/Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner (if owner-builder)

\_\_\_\_\_  
Date

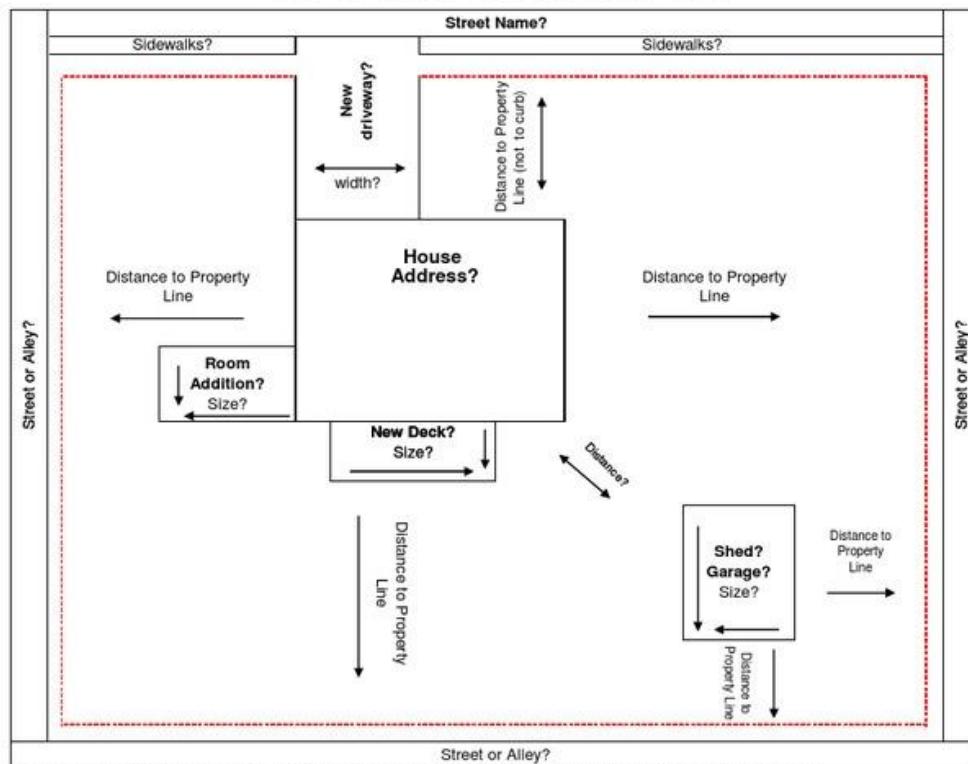
## SITE PLAN INSTRUCTIONS

- A. The site plan must be a Mechanical Drawing drawn with descriptive precision using the aid of drafting implements such as rulers, T squares, compasses, French Curves, etc. It May be drawn either by hand or computer generated.
- B. Must be to scale using an accurate drawing scale (for example: “1 in. = 10 ft.”, “1 in. = 100 ft.” etc.) and on a minimum of 11" x 17" paper. Should additional sheets be needed, please use match points.
- C. Show the parcel boundaries, including the dimensions (found on the survey).
- D. Show the location and dimensions of all existing buildings and structures.
- E. Show the location of the proposed project or division, including the structure dimensions and distances to property lines and existing buildings and structures.
- F. Show the location of all proposed and existing utilities, including power, phone, water, sewer systems, reserve drain fields, etc.
- G. Show the location and dimensions of all existing and proposed roads, driveways, parking areas, rights-of-ways, and easements.
- H. Show the location of any distinguishing physical features located on or adjacent to the property, including, but not limited to: streams, culverts, drainage ways, wetlands, slopes, bluffs, etc.
- I. If you have questions regarding these instructions, please see the example provided below. If you have questions not covered in the example, please call (208) 543-5650, for assistance.

## EXAMPLE SITE PLAN

The site plan must be computer-generated, to scale, and on a minimum of 11" x 17" paper and legible.

### How to Draw a Basic Site Plan



The Inspection Department recommends that when drawing a site plan, that you draw as close to scale as possible.

**OFFICE USE ONLY**

Plans Reviewed By: \_\_\_\_\_ Plans Approved by: \_\_\_\_\_  
Zoning Approved by: \_\_\_\_\_ Pick-Up Notification: \_\_\_\_\_

Signature of Building Official \_\_\_\_\_ Date \_\_\_\_\_

**PERMIT FEES**

Valuation of Work: \$ \_\_\_\_\_  
Permit Fee: \$ \_\_\_\_\_  
Plan Check Fee: \$ \_\_\_\_\_ (25% of permit fee)  
Sewer Connection Fee: \$ \_\_\_\_\_  
Water Connection Fee: \$ \_\_\_\_\_  
Street Repair: \$ \_\_\_\_\_  
Copies: \$ \_\_\_\_\_  
Total Fees: \$ \_\_\_\_\_

Date Paid: \_\_\_\_\_ Applicant received the approved permit & plans via:  
Collected By: \_\_\_\_\_  In-person  Email