

HOW TO GET A PERMIT



SINGLE FAMILY DWELLINGS



WHERE DO I GO TO GET A PERMIT?

Ada County Development Services is where you go to start the building permit process for all property located in the unincorporated areas of Ada County. Ada County Development Services is located at 200 W Front St on the second floor.

Ada County Development Services is open from 8:00am to 5:00pm Monday through Friday, except on holidays.

If you have any questions call 287-7900 during business hours.

WHAT INFORMATION IS REQUIRED?

To apply for a permit you need:

- ❑ The **legal description** or **address** of the property where the project is proposed to be located.
- ❑ A description of the work proposed. For example: "construction of a new dwelling."
- ❑ The applicants name and address.
- ❑ The builder's name and address of their business.
- ❑ Two sets of plans that clearly show all work on the building and where the building sits on the property. These

plans must include a site plan, foundation plan, floor and roof plans, elevations and braced wall panel requirements per the I.B.C and cross sections showing construction details.

- ❑ One 8 1/2 x 11 site plan
- ❑ A copy of the completed REScheck.
- ❑ A description of all mechanical work that will be done.
- ❑ The fair market value for the completed project. The "fair market value" includes the costs of materials and labor that would typically be charged to complete a project of this type, even if you plan on doing all the work yourself. When calculating the fair market value please do not include the price of the lot. Our office will also calculate a value and the permit fees will be based on the higher value of the completed project.

WHO WILL REVIEW MY PROJECT?

The first step in the permit process is addressing. If the property is within Boise City's area of impact your plans will be routed to their office to be addressed and to calculate any sewer and park fees that will need to be paid. If your property is not in the Boise area of impact your plans will be addressed in our office.

The second step is zoning approval. All building permit applications are routed to

Planning and Zoning. A planner will check your site plan and structural plans to insure that all zoning code issues are met.

In the final stage your project will be reviewed by a residential plans examiner to determine if the project meets building requirements, as adopted by Ada County.

The Ada County Building Department will only issue building permits on property that is located outside all city limits.

WHAT IF...?

Once you begin work, you might decide to make changes to what was originally approved. If this should happen you would need to stop work and contact your building inspector. You might be required to submit two new sets of plans with all changes. Do Not mark on your approved set of plans issued by Ada County Development Services. When the revisions are approved, one stamped set will be returned to you to be kept with the originally- approved plans. If you cannot reach your inspector please call the office and ask for the residential plan reviewer.

HOW LONG DOES IT TAKE TO GET A PERMIT?

All plans are reviewed in the order in which they are received. It usually takes between ten and twelve **business days** for our office to complete the process.

If additional information is needed to complete this project you will be notified and the process will continue when the information is received.

At the time of submittal a non-refundable plan review fee deposit will be required. The remaining fees will be paid at the time of the building permit issuance.

When the plan review is finished you will receive a call from a building permit specialist notifying you of the remaining fees and anything else we will need to issue the building permit.

WHEN CAN WORK BEGIN?

You may dig your footings and place concrete forms while our department is reviewing your project, but no concrete or other work may be done until the building permit has been issued.

At the time of issuance you will receive an inspection card and one set of plans stamped by our department. These must be on the project site for inspection so that our inspectors can verify the work being done is what our department has approved.

WHAT ABOUT INSPECTIONS?

Inspections must be made on any work done under a permit.

You must call 287-7900 to schedule an inspection. Inspections requested before 4:30pm on any business day will be done the following business day. When you call to arrange for an inspection you will be asked for

your building permit number, and what type of inspection you require. Please let us know of any special instructions that our inspector may need to complete your inspection. If there is a number that you can be reached at please leave that as well.

Depending on the nature of your project you may need one inspection or many. Your inspection card has a list of standard inspections, but the general rule is do not pour concrete or cover anything up before having it inspected by one of the Ada County Building Inspectors.

An adult will need to be home to give the inspector access to the place of inspection.

When all work is completed, the inspector will do a final inspection. When this last inspection is approved you will be issued a Certificate of Occupancy. This allows you to occupy and enjoy your completed project.

*The Idaho Division of Building Safety issues all electrical and plumbing permits for property located in rural Ada County. They are located at 1090 E Watertower st. You will have to contact them for all work related to those fields.