Building Permit Check List

☐ **<u>Building Permit Application:</u>** Failure to fill out the application completely and legibly will result in your application being returned.
  - o Parcel number, subdivision, lot and block can be found at https://www.bannockcounty.us/ -> Assessor's Office -> Parcel Viewer.
  - o Zone can be found at https://www.mccammoncity.com/zoning. Permitted uses of your zone may be found at https://www.mccammoncity.com/code -> Search City Code -> 16 Zoning. You must abide by the zoning requirements governing your project. Applications in violation of zoning requirements will be rejected.
  - o Electric, plumbing, and mechanical permits are not part of the city's building permit application and approval process. These permits must be applied for and approved by the state.
      - Electric: https://dopl.idaho.gov/ele/ Plumbing: https://dopl.idaho.gov/plb/
      - Mechanical: https://dopl.idaho.gov/hvac/

☐ **<u>Copy of Warranty Deed/Property Deed</u>**

☐ **<u>Copy of Site Plan Must Include:</u>**
  - o Property lines drawn to scale in relation to structure being permitted. If you do not know where your property lines are, you must contact a surveyor. The city will not provide recommendations.
  - o Set-backs drawn as set by city code.
  - o Sewer and water services clearly marked showing connection to the city or private.
  - o Any and all existing structures marked including distance from existing structures.
  - o Driveways and streets marked.
  - o Elevation changes and slopes marked.
  - o North arrow.

☐ **<u>Copy of Building Plans Must Include:</u>**
  - o Specific measurements.
  - o Full footing and foundation design.
  - o Floor plan and floor system design.
  - o Engineered truss design.
  - o Wall framing.
  - o Cross sections.
  - o Elevations.
  - o Electrical plan showing locations of smoke alarms and CO detectors.
  - o Window and door schedule; list of all windows and doors with dimensions and U Factor.
  - o Insulation/energy; identifying prescriptive insulation values or provide a Res-Check.
  - o New buildings and manufactured homes must provide evidence of 2 off-street parking spaces.

☐ **<u>Prescriptive Worksheet</u>**

☐ **<u>Letter of Authorization by Owner:</u>** This document is required if the applicant is not the same as the property owner.

☐ **<u>Water and Sewer Connection:</u>**
  - o If connecting to city water and sewer please be aware that prior to receiving an approved building permit, connection fees must be paid. Appointments for connection must be made with the city Public Works at least 7-10 business days in advance.
  - o If connecting to a private sewer system you must provide an approved septic permit and authorization letter from Eastern Idaho Public Health.

☐ **<u>Idaho Installer's License:</u>** If installing a manufactured home, you must provide a copy of an Idaho's installers license.

☐ **<u>Flood Plain Elevation Certificate:</u>** If your structure is within a flood plain you must provide a Flood Plain Elevation Certificate. You may need to contact an engineering firm. The city will not provide recommendations.