APPLICATION & PLAN PREPARATION

Planning to build, remodel, expand, or install a structure? Use this checklist to prepare your application and track the process. Requirements vary by project. City approvals and approved plans govern the work.

1. Contact City Hall and submit a complete application

City Hall: 115 W Elm Street, Lava Hot Springs, ID 83246
Phone: 208-776-5820 | Email: lavacityhall@lavahotsprings.city

APPLICATION FROM: www.lavahotspringscity.com/forms

Lava Hot Springs Zoning Ordinance with amendments

- ☐ Application. Complete the City Building & Zoning Permit application for your project. Include the owner, applicant, contractor, project address, parcel information, work description, and required supporting documents. Submit to City Hall; confirm the preferred plan-submission method.
- ☐ Zoning and other reviews. Confirm zoning, setbacks, height, lot coverage, access, parking, and any required design review, variance, conditional use, floodplain, or other approval with the City. Complete required approvals before permit issuance.

2. Prepare plans appropriate to the project

- ☐ Site plan. Show lot boundaries, existing and proposed structures, dimensions, setbacks, driveways, access, and utility locations. Identify decks, fences, retaining walls, and other site improvements where applicable.
- ☐ Foundation plan. Show dimensions, footing and wall sizes, reinforcing, interior footings/piers, vents, openings, and whether the foundation is a basement, crawl space, or slab-on-grade.
- ☐ Floor plans. Label rooms and dimensions. Show doors/windows and sizes, ceiling heights, bearing walls, plumbing fixtures, appliances, attic/crawl-space access, and decks/patios with heights.
- ☐ Building sections. Show footing/foundation, reinforcing, final grade, floors, walls, roof assemblies, insulation/R-values, roof pitch, coverings, and underlayment.
- ☐ Elevations and roof plans. Show exterior sides, finishes, roof pitch, and window elevations. Include truss information and engineered roof/structural details as required by the inspector.
- ☐ Electrical and life safety. Show lighting, switches, outlets, meter location, and smoke/carbon monoxide alarms as applicable. Coordinate separate trade permit requirements.

Use legible, scaled plans. Confirm drawing scales, printed sheet sizes, PDF requirements, and any Idaho-licensed design professional stamps with the building inspector.
PROJECT COORDINATION & PERMIT ISSUANCE

3. Confirm structural design criteria

Ask the building inspector to confirm the applicable codes and site-specific design criteria before completing plans. Document compliance in the plans and engineering calculations as required.

- ☐ Frost depth. 36 inches. Confirm measurement from finished grade with the building inspector.
- ☐ Snow loads. 80 pounds per square foot (PSF) ground snow load or 56 PSF roof snow load. Document the applicable design in the plans.
- ☐ Wind and seismic design. 115 mph wind speed; seismic design category D1. Confirm exposure and risk category with the building inspector.

Design values above were provided by the City building inspector. Confirm any project-specific requirements before completing plans.

4. Coordinate utilities, address, and separate permits

- ☐ City water and sewer. Contact City Hall and Public Works regarding existing service, new connections, service capacity, meter requirements, utility applications, fees, and required utility inspections/signoffs.
- ☐ Septic, if applicable. If an approved septic system is proposed or an existing system is affected, coordinate with the City and Southeast Idaho Public Health for required permits or capacity review. This is not a blanket septic requirement for all City projects.
- ☐ Project address. Confirm the site address with City Hall. If a new address is needed, ask the City to coordinate with the appropriate addressing authority.
- ☐ Electrical, plumbing, and HVAC. Confirm the permitting authority and obtain applicable separate trade permits. A City building permit does not replace required trade permits or inspections.

Idaho Division of Occupational and Professional Licenses (DOPL):
dopl.idaho.gov | 208-334-3233
Electrical: dopl.idaho.gov/ele/ele-permits-and-inspections/
Plumbing: dopl.idaho.gov/plb/plb-permits-and-inspections/
HVAC: dopl.idaho.gov/hvac/hvac-permits-and-inspections/

5. Complete review, pay fees, and receive the permit

- ☐ Plan review. Respond to City and inspector requests for corrections or additional information. Incomplete applications may delay review. Confirm the review timeline with City Hall.
- ☐ Fees and issuance. Obtain approval, pay required fees, and receive the issued building permit before beginning permitted work. Application submission or fee payment alone does not authorize construction.
- ☐ Approved plans. Keep the issued permit and approved plans available at the job site. Obtain approval of changes before carrying out work that differs from the approved plans.

Fees are determined under applicable City fee schedules and project review. The source's $25 county zone-certification fee, county contact details, and fixed review timeline have been removed.
INSPECTIONS & PROJECT COMPLETION

6. Schedule inspections before covering work

Confirm the required inspection sequence and scheduling notice with the building inspector through City Hall. Do not cover work or proceed past the required inspection stage until approval is received. Missed inspections may result in work stoppage, exposure of concealed work, or corrective work.

- ☐ Setback/location, when required. Mark the proposed building location and property boundaries as directed before inspection.
- ☐ Footings. Before concrete placement, have excavation, forms, reinforcing, and grounding provisions ready for review. Follow approved plans and inspector direction for depth, placement, cover, and dowels; do not place concrete on frozen ground.
- ☐ Shear and sheathing. Have shear wall and sheathing work inspected before covering it with house wrap or other materials. Coordinate inspection timing with the building inspector.
- ☐ Foundation. Have forms, reinforcing, openings/block-outs, and construction-joint details ready for inspection before placement or concealment, as directed.
- ☐ Framing and rough trades. Complete required framing, fire-blocking, bracing, and rough electrical/plumbing/HVAC work. Obtain applicable rough trade approvals. Confirm timing for windows and insulation with the inspector.
- ☐ Insulation. Request inspection before drywall or other finishes conceal insulation.
- ☐ Drywall, when required. Confirm whether a drywall/fastener inspection is needed and obtain approval before taping, mudding, or concealment as directed.
- ☐ Final building inspection. Complete the permitted work, required site grading, and applicable final trade inspections. Submit documentation requested by the City or inspector.
- ☐ Other required inspections. Complete project-specific inspections identified on the permit or by the inspector, including utility, retaining wall, deck, or manufactured-home inspections as applicable.

7. Obtain final approval and required occupancy documents

- ☐ Certificate of Occupancy, if required. Obtain the required Certificate of Occupancy before occupying the building or space.
- ☐ Written completion record. If a Certificate of Occupancy is not required, obtain written final inspection approval or other inspector sign-off confirming completion of the permitted project.

City / inspector review before public distribution

Confirm adopted codes, inspection contact and advance notice, plan format/scale requirements, fee references, utility review steps, addressing procedure, and final approval documentation. This checklist supports the permit process; it does not replace City ordinances, applicable codes, approved plans, or permit conditions.