



# COMMERCIAL/MULTI-FAMILY BUILDING PERMIT APPLICATION

(staff use)

Permit #: \_\_\_\_\_

Associated Site Plan Permit#: \_\_\_\_\_

Date application received: \_\_\_\_\_

Date of complete submission: \_\_\_\_\_

**Applicant's Name** \_\_\_\_\_

- If applicant is other than the owner a notarized statement authorizing applicant to act as agent for the owner must accompany this application. [Sample letter of authorization](#).

**Mailing Address** \_\_\_\_\_

**Telephone #** \_\_\_\_\_ **E-mail address** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**Subdivision Name & Lot #:** \_\_\_\_\_

**Legal description / location** (Section, Township, Range)  
\_\_\_\_\_

**Zoning District** \_\_\_\_\_

<b>Structure Multi family/Commercial:</b> Multi Family _____ Commercial _____ New _____ Addition _____ Remodel _____ Other _____
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**Idaho Licensed Contractor Name** \_\_\_\_\_

**Contractor's Registration Number** \_\_\_\_\_

**Licensed Mechanical Contractor** \_\_\_\_\_

**HVAC License #** \_\_\_\_\_

**Dimensions:**

(shall include the exterior wall measurement of the building)

First Floor Area Dimensions \_\_\_\_\_ Total SQ Feet \_\_\_\_\_

Second Floor Area Dimensions \_\_\_\_\_ Total SQ Feet \_\_\_\_\_

Basement Area Dimensions \_\_\_\_\_ Total SQ Feet \_\_\_\_\_

Garage or Carport Dimensions \_\_\_\_\_ Total SQ Feet \_\_\_\_\_

Driveway and Parking Dimensions \_\_\_\_\_

**Property Size:**

SQ Feet \_\_\_\_\_ Acres \_\_\_\_\_ Height above grade \_\_\_\_\_

**Setbacks:**

Front \_\_\_\_\_ Back \_\_\_\_\_ Left Side \_\_\_\_\_ Right Side \_\_\_\_\_

**Main Type of Heat to be used:** Gas \_\_\_\_\_ Electric \_\_\_\_\_

## Building Permit Valuation and Fee:

Construction Type \_\_\_\_\_ Occupancy Classification \_\_\_\_\_

Living Area Total SQ Feet \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_

Basement (finished, unfinished, semi) Total SQ Feet \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_

Garage, Shed, Outbuildings Total SQ Feet \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_

Subtotal = \$ \_\_\_\_\_

( See work sheet for calculations)

Base \$ \_\_\_\_\_

Adjusted over Base \$ \_\_\_\_\_

**Total Building Permit Valuation Fee \$ \_\_\_\_\_**

## Water and Sewer Connection Fees:

- **Residential Meter (1" line size; larger lines will be priced at time of request)**

**PLUS** – Any cost or expense related to make the connections beginning at the water and sewer mains to the property line (in other words, excavation, labor parts, road repair, pipe) However, the applicant/property owner has the option of having his/her excavation contractor do the digging required from the main lines to the property lines.

Meter Box \$ \_\_\_\_\_

Meter \$ \_\_\_\_\_

Sewer Hookup \$ \_\_\_\_\_

Water Hookup \$ \_\_\_\_\_

**Water + Sewer Total \$ \_\_\_\_\_**

**Building Permit Valuation Fee \$ \_\_\_\_\_**

**TOTAL PERMIT FEE \$ \_\_\_\_\_**

Your monthly water and sewer charges will be activated 120 days from issuance of permit for stick built, and 60 days for pre-built unless provisions are made with the P&Z Administrator.

Additional Inspection Fees \$ \_\_\_\_\_ Date additional fees paid \_\_\_\_\_

Additional Charges: Re-inspections, Inspections outside of normal business hours, Additional Review, changes or revisions (Minimum 1 hour Charge) **Total Additional Fees \$ \_\_\_\_\_**

## TIME OF PERMITTED ACTIVITY:

Effective Date: \_\_\_\_\_ Expires On: \_\_\_\_\_

A building permit may not exceed one year unless agreed to in a developer agreement. Permits may be extended after the first year with a required fee of .3 (30%) of the original building permit fee. An expired building permit would require a new building permit with new fees.

Any additional inspections fees for re-inspections will be billed at a minimum of \$45.00 per visit. This is to be paid prior to issuance of the Certificate of Occupancy.

## **INSPECTIONS:**

It is the responsibility of the applicant to contact building inspector 24 hours in advance for any and all required inspections. **The City Building Inspector: Jason Letham 1-208-317-3365**

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.

Additional plan reviews necessitated by changes, additions, revisions, etc., are charged at a 1 hour minimum. Inspections scheduled outside normal business hours ( 8:00–5:00 pm M-F) are charged at \$45.00 ea.

It is the responsibility of the applicant to contact the Building Inspector 24 hours in advance of the needed inspection required for the Certificate of Occupancy. No inspections will be conducted on weekends or holidays.

**INSPECTION AND ISSUANCE OF THE CERTIFICATE OF OCCUPANCY MUST OCCUR PRIOR TO THE EXPIRATION OF THE BUILDING PERMIT.**

## **CERTIFICATION OF OCCUPANCY AND USE:**

Certificate of Occupancy shall be issued before any building or use is occupied. And shall be approved by the Building Inspector certifying compliance with the International Building Code and by the City Planning and Zoning Administrator verifying compliance with the Victor Development Code, including any conditions imposed upon its approval. Occupancy of a building or use without the Certificate of Occupancy shall be a violation of this Ordinance and permit. The issuance of the Certificate shall not be considered approved if any violation of this Ordinance is discovered after the inspection.

**Certificate of Occupancy will be issued within two (2) business days of scheduled and approved final inspection of the structure. NO EXCEPTIONS.**

**NOTE: NO CERTIFICATE OF OCCUPANCY SHALL BE ISSUED UNTIL PROPER STREET NUMBERS HAVE BEEN PLACED ON BUILDING, ALL NUMBERS SHALL BE AT LEAST 4" INCHES AND BE VISABLE AND LEGIBLE FROM ROAD FRONTING THE PROPERTY.**

**NOTE: PRIOR to construction or other activity governed by this ordinance, a permit SHALL be issued to the applicant. Construction or excavation is prohibited until the permit is issued. FAILURE TO COMPLY IS SUBJECT TO A STOP WORK ORDER AND A FINE OF UP TO \$1,000.00 PER DAY.**

## **APPLICANT SIGNATURE, CERTIFICATION AND AUTHORIZATION:**

Under penalty of law I hereby certify that I have read and understand this application and state that the information herein is correct. I swear (affirm) that any information which may hereafter be given by me in hearings before the Victor Planning & Zoning Commission of the City Council shall be truthful and correct. I agree to comply with all the City and County regulations and State law relating to the subject matter of this application and hereby authorize representatives of this City to enter upon the above mentioned property for inspection purposes. I further agree and understand that no building activity will begin on the above mentioned property until a properly approved and authorized building permit has been issued.

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

*For Office Use*

Permit # \_\_\_\_\_

**REQUIRED SIGNATURES:**

Date Received \_\_\_\_\_ Reviewed with Applicant YES \_\_\_\_\_ NO \_\_\_\_\_

Building Department Staff \_\_\_\_\_

Comments: \_\_\_\_\_

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Reviewed by Building Official \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by Maintenance \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by P&Z Admin. \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by Fire Chief \_\_\_\_\_ Date \_\_\_\_\_

**PERMIT APPROVED : YES \_\_\_\_\_ NO \_\_\_\_\_      CONDITIONS : YES \_\_\_\_\_ NO \_\_\_\_\_**

Conditions \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Inspections City of Victor :**

Final inspection completed by : \_\_\_\_\_ Date : \_\_\_\_\_

Certificate of Occupancy approved by City Inspector \_\_\_\_\_ Date : \_\_\_\_\_

Certificate of Occupancy issued by P&Z Administrator \_\_\_\_\_ Date : \_\_\_\_\_