

# RESIDENTIAL BUILDING PERMIT APPLICATION INSTRUCTIONS FOR COMPLETION



## Contact and Permit Submission:

- Contact Planning and Zoning Administrator Jason Boal with questions regarding zoning requirements; [JasonB@victorcityidaho.com](mailto:JasonB@victorcityidaho.com) or 208-787-2940 x 14.
- For permit review submit completed Building Permit Applications to Deputy Clerk Cari Golden; [carig@victorcityidaho.com](mailto:carig@victorcityidaho.com) or in person at Victor City Hall - 32 Elm Street, Victor, ID, 83455.

## Building Permit Application Process:

1. The first step in the Building Permit process is to attend a Pre-Application Conference with the Planning and Public Works departments. For small scale residential projects this may occur over the phone. View the [Pre-Application Conference request form](#).
2. The second step is to receive Site Plan approval. View the [Site Plan Review application](#).
3. The third step is to fill out the Building Permit application and submit all applicable materials, plans and fees. It is the responsibility of the application to ensure all applicable materials, plans and fees are submitted. Upon receipt of all applicable materials, plans and fees the Building Permit Application will be reviewed. The City strives to process complete applications and issue permits for residential projects within 10 business days.

\_\_\_\_\_ (initial) \_\_\_\_\_ (date)

## Building Permits Required:

1. Building permits are required for all construction, except for exemptions specifically excluded by the City of Victor Municipal Code, [Title 7: Building Regulations, Section 7-1-2-B: Construction and Demolition](#)
2. **Excavation** prior to the issuance of a Building Permit is NOT PERMITTED. In order to excavate you must apply for and receive an [Excavation Permit](#) in advance of your Building Permit.

\_\_\_\_\_ (initial) \_\_\_\_\_ (date)

## Other Notes:

1. Residential single family, two-family and garage apartment or backyard cottage projects do not require an Architect's stamp in most cases, unless required by the Building Inspector. All residential projects with 3 units or more, or mixed use projects, require a stamp from an Idaho licensed Architect.
2. If you are building a new home, an addition to an existing home, or an accessory structure in a subdivision please comply with the design review procedure and/or the applicable CC&Rs of your subdivision. Contact your Home Owners' Association (HOA) for more information.
3. **Ground Snow Load** = 90 pounds. **Minimum frost depth** = 36 inches. Refer to the 2012 IRC.
4. Sample permit fee calculations can be found [here](#).
5. The location of residential garages must adhere to the regulations in Article 8: Building Types, [Div. 8.17 – Parking Location](#).
6. Residential driveways at the right-of-way must be between 10-12' in width for single car driveways and 20-24' in width for two car driveways. Double-track/wheel strip driveways are permitted for single family homes, duplexes, backyard cottages, cottage courts, and attached houses and townhouses. Each wheel strip must be 18" in width and the area between the wheel strips must have living groundcover. However, the area within the public right-of-way must be fully paved along its total width from the property line to the curb line/road pavement.
7. Porches, balconies and other building elements must adhere to the Design Regulations in Article 8: Building Types, [Div. 8.16 – Building Elements](#).
8. Refer to [Article 2: Measurements and Exceptions](#) for information regarding permitted setback encroachments, measurement of setbacks for irregular shaped lots, measurement of building height, etc.
9. Off-street vehicle parking and loading areas for single family homes, backyard cottages, duplexes and attached houses may be either gravel, concrete, asphaltic concrete, or other dust-free surfaces. Other surfaces are subject to City approval.

\_\_\_\_\_ (initial) \_\_\_\_\_ (date)

**Required Application Documents:**

**PLEASE NOTE:** 1 digital copy of the **entire application** must be submitted via e-mail, on a USB drive or CD.

1. Warranty Deed (**1 paper copy + 1 digital copy**)
2. Authorization Letter (if applicable)
3. Site Plan – as approved during the Site Plan Review, or with modifications requested. Site Plan must show:
  - North arrow, scale, and all dimensions
  - Legal property lines, with dimensions
  - Legal easements, with dimensions
  - Footprint(s) of any existing structures on the lot or property, with dimensions
  - Footprint of all proposed new construction (house, garage, and any other buildings), with dimensions
  - Dimensions for front, rear, left side and right side setbacks
    - **Required setbacks for each zone can be found in the City of Victor Municipal Code**, Title 10: Zoning, [Article 4: Residential Districts](#) or [Article 5: Mixed Use Districts](#)
  - Water, sewer and electric lines serving the site, and proposed ties to the residence
    - **To locate utilities call Dig Line 800-342-1585 and then indicate these utilities on your site plan.**
  - Driveways (existing or proposed), with dimensions
  - Sidewalks (existing or proposed), with dimensions
  - Streets and alleys that the property can be accessed from, with street name(s) and/or alley name labeled
4. Foundation Plan (**2 paper copies 24” x 36” + 1 digital copy**)
5. Elevation Plans – North, South, East, West (**2 paper copies 24” x 36” + 1 digital copy**)
6. Truss Package - where applicable – pre-engineered truss packages must be submitted. (**2 paper copies 24” x 36” + 1 digital copy**)
7. Cross Section (**2 paper copies 24” x 36” + 1 digital copy**)
8. Floor Plan (**2 paper copies 24” x 36 + 1 digital copy**)
9. Roof Plan (**2 paper copies 24” x 36 + 1 digital copy**)
10. Basement Plan (if applicable) (**2 paper copies 24” x 36” + 1 digital copy**)

**Procedure:**

Upon submission of complete application the application will be reviewed and the permit issued within 10 business days. **Water and sewer connection fees, in addition to building permit fee, are due upon submission of application**; application will not be reviewed until all applicable fees are paid.

**Authorized Signature:**

I, \_\_\_\_\_, **certify that I have read all of the above information.**  
(printed name)

X \_\_\_\_\_ date: \_\_\_\_\_

<i>(staff use)</i>
Permit # _____



# RESIDENTIAL BUILDING PERMIT APPLICATION

<i>(staff use)</i>
Permit #: BP _____
Associated Site Plan Permit#: SPL _____
Date application received: _____
Date of complete submission: _____

### Property Owner's Information

Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### Applicant's Information *(if applicant is other than the owner)*

Applicant's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Is applicant other than the owner? Yes \_\_\_\_\_ No \_\_\_\_\_

If applicant is other than the owner a notarized statement authorizing applicant to act as agent for the owner must accompany this application. A sample letter of authorization is available on City of Victor website: [Authorization Letter](#)

### Contractor's Information

Idaho Contractor Name: \_\_\_\_\_

If you are constructing a home that you will live in, put "self". **If the construction will be done by someone other than the owner the construction must be done by a contractor registered with the State of Idaho.**

State of Idaho Contractor Registration Number: \_\_\_\_\_

Contract's registration with the state must be current.

### Building Information

(check all that apply)

New Single Family Home or Duplex \_\_\_\_\_ New backyard cottage/Accessory Dwelling Unit \_\_\_\_\_  
Garage \_\_\_\_\_ Garage + Apartment \_\_\_\_\_ Carport \_\_\_\_\_ Other Accessory Structure - describe \_\_\_\_\_  
Addition \_\_\_\_\_ Remodel \_\_\_\_\_ Fence \_\_\_\_\_ Sign \_\_\_\_\_ Other \_\_\_\_\_

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

Subdivision Name: \_\_\_\_\_ Lot Number: \_\_\_\_\_ Block Number: \_\_\_\_\_

LOCATION/LEGAL DESCRIPTION : Section, Township, Range

Zoning District: _____	Does driveway access State Highway?	Yes	No
Zoning map available <a href="#">here</a> or call	Is property located in floodplain?	Yes	No
208-787-2940 x 14 for verification.	Will water line cross a street?	Yes	No
	Is this a HUD certified manufactured home?	Yes	No
	If yes, will it be located in a mobile park?	Yes	No
	Is this a <u>modular</u> home manufactured off site, other than a HUD manufactured home?	Yes	No
If yes, provide the name of the manufacturer: _____			

### Building Information, continued

**Dimensions:** (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 \_\_\_\_\_

Will basement be finished or unfinished? \_\_\_\_ finished \_\_\_\_ unfinished

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

Deck Area Dimensions \_\_\_\_\_ Total SQ Feet \_\_\_\_\_

Shed or Barn Dimensions \_\_\_\_\_ Total SQ Feet \_\_\_\_\_

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

Other accessory structure dimensions \_\_\_\_\_ Total SQ Feet \_\_\_\_\_

**Property Size:**

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

**Building Set Backs from property line:**

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

**Main Type of Heat to be used:**

Gas \_\_\_\_ Electric \_\_\_\_ Wood \_\_\_\_

**Total number of:**

Kitchens \_\_\_\_ Baths \_\_\_\_ Bedrooms \_\_\_\_

### Inspection & Plan Review Information

- Inspection and issuance of the CERTIFICATE OF OCCUPANCY must occur **prior to the expiration** of the building permit. \_\_\_\_\_ (initial) \_\_\_\_\_ (date)
- It is the responsibility of the applicant to contact building inspector 24 hours in advance for any and all required inspections. **City Building Inspector: Jason Letham (208) 317-3365**  
\_\_\_\_\_ (initial) \_\_\_\_\_ (date)
- It is the responsibility of the applicant or applicant's contractor to arrange State Electrical and Plumbing inspections, and present proof of compliance prior to issuance of Certificate of Occupancy.  
\_\_\_\_\_ (initial) \_\_\_\_\_ (date)
- Additional plan reviews necessitated by changes, additions, revisions, etc., are charged at a 1 hour minimum. Inspections scheduled outside normal business hours (8:00 a.m.–5:00 p.m. M-F) are charged at \$45.00 each. \_\_\_\_\_ (initial) \_\_\_\_\_ (date)
- It is the responsibility of the applicant to contact the Building Inspector 48 hours in advance of the needed inspection required for the Certificate of Occupancy. No inspections will be conducted on weekends or holidays. \_\_\_\_\_ (initial) \_\_\_\_\_ (date)
- A building permit may not exceed one year unless agreed to in a development agreement. Permits may be extended after the first year with a required fee of \$40.00 per year thereafter. **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. Fees are to be paid prior to issuance of the Certificate of Occupancy. \_\_\_\_\_ (initial) \_\_\_\_\_ (date)

**Certificate 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 2012 IRC and by the City Planning and Zoning Administrator verifying compliance with the Victor Development Code, including any conditions imposed upon permit 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.

\_\_\_\_\_ (initial) \_\_\_\_\_ (date)

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

**Unpermitted Construction**

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.

**CONSTRUCTION WITHOUT A PERMIT IS SUBJECT TO A STOP WORK ORDER AND A FINE OF UP TO \$1,000.00 PER DAY.** \_\_\_\_\_ (initial) \_\_\_\_\_ (date)

**Building permit, water and sewer connection fees**

**Water and Sewer Connection Fees** are based on a Residential Meter (3/4 line, larger lines will be priced at time of request) \_\_\_\_\_ (initial) \_\_\_\_\_ (date)

- 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. \_\_\_\_\_ (initial) \_\_\_\_\_ (date)

Water Meter Pit (if not already on site)	\$	_____	+
Water Meter	\$	_____	+
Sewer Connection Fee	\$	_____	+
Water Connection Fee	\$	_____	+
<b>WATER + SEWER TOTAL</b>	<b>= \$</b>	<b>_____</b>	<b>+</b>
<b>Construction VALUATION TOTAL</b>	<b>\$</b>	<b>_____</b>	

<b>TOTAL DUE = \$ _____</b>
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**PLEASE NOTE:** THE WATER AND SEWER CONNECTION FEES MUST BE PAID TO THE CITY WITH SUBMITTAL OF THE BUILDING PERMIT. \_\_\_\_\_ (initial) \_\_\_\_\_ (date)

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 Commission. \_\_\_\_\_ (initial) \_\_\_\_\_ (date)

**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** \_\_\_\_\_

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**For Staff Use Only**

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

**VALUATION WORK SHEET TO DETERMINE CONSTRUCTION VALUATION FEE**

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

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

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

Valuation Subtotal \$ \_\_\_\_\_

Multiply By Idaho Modifier of 0.97 for Idaho Valuation \$ \_\_\_\_\_ X 0.97 = \$ \_\_\_\_\_  
(valuation subtotal) (Idaho valuation / total valuation)

\$ \_\_\_\_\_ = \$ \_\_\_\_\_ for the 1<sup>st</sup> \$ \_\_\_\_\_ = **Base Valuation Fee** \$ \_\_\_\_\_  
(total valuation) (base valuation fee) (base valuation)

\$ \_\_\_\_\_ - 1<sup>st</sup> \_\_\_\_\_ = \$ \_\_\_\_\_ ÷ 1,000 = \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
(total valuation) (base valuation) (remaining valuation) (fractional valuation) (additional valuation multiplier) (**additional valuation**)

**Base Valuation Fee + Additional Valuation = VALUATION FEE TOTAL \$ \_\_\_\_\_**

**Water and Sewer Connection Fees:** Residential Meter (3/4 line, 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.

Water Meter Pit (if not already on site) \$ \_\_\_\_\_

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

Sewer Connection Fee \$ \_\_\_\_\_

Water Connection Fee \$ \_\_\_\_\_

**WATER + SEWER TOTAL** \$ \_\_\_\_\_

**CONSTRUCTION VALUATION TOTAL** \$ \_\_\_\_\_

**TOTAL DUE** \$ \_\_\_\_\_

Additional Inspection Date: \_\_\_\_\_ Inspection: \_\_\_\_\_ Fee & Date Paid \_\_\_\_\_

Additional Inspection Date: \_\_\_\_\_ Inspection: \_\_\_\_\_ Fee & Date Paid \_\_\_\_\_

Additional Inspection Date: \_\_\_\_\_ Inspection: \_\_\_\_\_ Fee & Date Paid \_\_\_\_\_

Additional Charges: Re-inspections, Inspections outside of normal business hours, Additional Review, changes or revisions (Minimum 1 hour Charge @ \$45/hour; typical inspection is 1 hour)

**Total Additional Fees** \$ \_\_\_\_\_

**TIME OF PERMITTED ACTIVITY:** Effective Date: \_\_\_\_\_ Expires On: \_\_\_\_\_

**FOR STAFF USE ONLY**  
**REQUIRED SIGNATURES:**

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

Date application received: \_\_\_\_\_ Reviewed with Applicant: YES \_\_\_\_ NO \_\_\_\_

Reviewed by Planning & Zoning staff: \_\_\_\_\_

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

**Approvals**

Public Works Director: \_\_\_\_\_ Date: \_\_\_\_\_

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

Reviewed by P&Z Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**DATE COMPLETE APPLICATION + MATERIALS RECEIVED:** \_\_\_\_\_

**DATE APPLICATION APPROVED / PERMIT ISSUED:** \_\_\_\_\_

**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 : \_\_\_\_\_





**For Staff Use Only**  
**Building Permit Application Checklist**

**Building Permit Application Submission Documentation**

Application Materials	Details	Digital Yes/No	Date Requested	Date Received	Paper Yes/No	Date Requested	Date Received
1.Warranty Deed							
2.Site Plan							
	Legal Property Lines						
	Legal Easements						
	Any existing structure on lot or property						
	Location of proposed construction on lot or property						
	Dimensions for front, rear, left side, and right side setbacks						
	Water, sewer and electric lines						
	Driveways (existing or proposed)						
	Sidewalks						
	Streets and alleys						
3. Foundation Plan							
4. Floor Plan							
5. Elevation Plans (N,S,E,W)							
6. Cross Section							
7. Roof Plan							
8. Basement Plan (if applicable)							
9. Letter of Authorization (if applicable)							

**DATE COMPLETE APPLICATION + MATERIALS RECEIVED:** \_\_\_\_\_

**DATE APPLICATION APPROVED / PERMIT ISSUED:** \_\_\_\_\_

**PERMIT NUMBER:** \_\_\_\_\_