Building Safety Department
City of Rexburg
35 North 1st East
Rexburg, Idaho 83440

SINGLE FAMILY RESIDENTIAL APPLICATION CHECKLIST

The following items should be completed <u>before</u> you submit your building permit application.

*Reasonable accommodations will be made <u>upon request</u>.

Submit the Following Documents:

- ☐ 2 sets of site plans (see Site Plan Checklist)
- ☐ 2 sets of building plans drawn to scale (see box to right)
  - ☐ *Foundation Plan, Floor Joist Layout, Floor Plan, Roof Layout, Truss Details, Sectional Views, Front, Back, and Side Elevations, Mechanical Layout, Stair Details, and any details required to illustrate special construction.*
- ☐ Structural Calculations (see box to right) – stamped by a licensed Engineer
- ☐ Energy Compliance Report: As per the 2012 IECC, a RESCheck is required (available online at www.energycodes.gov)
- ☐ Digital Plans (PDF Format – can be submitted by USB, CD, or Dropbox)
- ☐ **Copies of any Contractors' State License if not on file already.

Seismic Design Category – D
Ground Snow – 50 lbs. per sq. ft.
Roof Snow Load – 35 lbs. per sq. ft.
Wind Load – 90 MPH
Frost Depth – 36"

Complete the Following Forms:

- ☐ Site Plan Checklist completed.
- ☐ Permit Policies Acknowledgment signed.
- ☐ Property Line form signed by builder.
- ☐ Building Permit Application signed by a registered General Contractor.
- ☐ Mechanical Permit Application signed by a registered Mechanical Contractor.
- ☐ Electrical Permit Application signed by a registered Electrical Contractor.
- ☐ Plumbing Permit Application signed by a registered Plumbing Contractor.
- ☐ Subcontractor list completed.
- ☐ Homeowner's Exemption signed, if Homeowner is doing work on their own home.
- ☐ Affidavit of Legal Interest signed by owner, if applicant is not working directly with owner.
- ☐ Notifications Distribution List.

Subdivisions: If you plan to build in a subdivision please check the Rexburg Development Code for any requirements such as property setbacks, architecture board approval, etc.

This information is available at http://rexburg.org/pages/development-code.

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SITE PLAN CHECKLIST

- ☐ 1 Site plan must be drawn to scale, be legible and also be submitted electronically if possible.
- ☐ 2. Adjoining streets labeled.
- ☐ 3. Right-of-way location and width, curb to curb widths and sidewalk location.
- ☐ 4. Building location, sq footage and dimensions, with distance to property lines and distances between buildings.
- ☐ 5. Show existing and proposed easements.
- ☐ 6. Existing utilities (waterlines, sanitary sewer lines, manholes, storm drains).
- ☐ 7. Proposed utilities including tie in location to existing services and new easements.
- ☐ 8. Proposed storm drain and sanitary sewer elevations (for pipe inverts at manholes and catch basins).
- ☐ 9. Storm drainage plan for parking lot and roof areas, with calculations.
- ☐ 10. Fire hydrants and fire suppression lines (including tie to City lines).
  ☐ Sprinkled ☐ Not Sprinkled
- ☐ 11. Indicate Fire apparatus access.
- ☐ 12. Parking (including parking lot, drainage arrows, dimension of lot, distance between rows, and total numbers).
- ☐ 13. Landscaping (type and total area, including dimensions).
- ☐ 14. Trash facilities.
- ☐ 15. North Arrow Included
- ☐ 16. Proposed street improvements (curb, gutter, sidewalk, pavement, etc.)
- ☐ 17. Legal description of proposed building site included.
- ☐ 18. Percent of lot covered by building or paving calculated.
- ☐ 19. Show 10% snow storage area.
- ☐ 20. Distance of entrances from street corner indicated.
- ☐ 21. Current Vicinity Map. (8 ½ x 11”) at 1” = 300’ scale, showing location of the property.
- ☐ 22. Lighting Plan

SITE PLANS MUST BE COMPLETE AND SUBMITTED FOR REVIEW **BEFORE** THE PROJECT WILL BE PLACED ON THE PLANNING & ZONING AGENDA.

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Rexburg, Idaho 83440

PERMIT POLICIES ACKNOWLEDGMENT

The City of Rexburg Building Safety Department is determined to provide excellent customer service. In an effort to help you understand the City of Rexburg Permit Policies, listed below are several policies which you are required to know prior to proceeding with your project.

Any construction within the City of Rexburg which requires a permit shall not begin until an approved permit is obtained. If you do not have a Pink Building Permit signed by the Building Inspector, then you do not have an approved permit.

Initials

- Building without the pink building permit signed by the Building Inspector will result in double fees to be assessed and the project to be red tagged. If your project is red tagged, halting all construction, only a City Official may remove the red tag. If the red tag is removed by anyone but a City Official, citations may be issued.

No building may be occupied without receiving a signed Certificate of Occupancy.

Initials

- If a building is occupied without receiving a signed Certificate of Occupancy, citations may be issued and the occupants may be evicted.

Scheduling inspections is the responsibility of the applicant and their contractor. Inspections need to be called into the hotline and not to the inspector. Inspections called in later than 8 AM will be scheduled for the following business day.

Initials

- If an inspection is not done, the inspector may require any measures to be taken to allow him to correctly perform the inspection. (Example: If the electrical rough in inspection is not done and the sheetrock has been put up, the inspector may require the sheetrock to be removed in order to perform the electrical rough in inspection.)

Construction on any project can begin <u>ONLY</u> when you have received a Pink Building Permit from the Building Department. Occupancy of any structure can begin <u>ONLY</u> when you have received an official Certificate of Occupancy from the Building Department. These documents must be signed by the appropriate authorities from the City of Rexburg. Any approvals can be verified by calling (208) 372-2341.

Initials

- Even if you hear from an inspector that 'you're good to go', ultimately if you do not have a Building Permit or Certificate of Occupancy, the above policies will be enforced.

It is your responsibility to inform anyone on your project of the above policies. All sub-contractors will be held to this standard with no exceptions.

Initials

- The above policies will be enforced to all, regardless if this information is passed on to them or not.

Applicant's Name (print): _____ Signature: _____ Date: _____

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35 North 1st East
Rexburg, Idaho 83440

PROPERTY LINES

Each site plan that is submitted to the City of Rexburg for the Building Permit process requires that property lines are shown accurately. It is the Developer's responsibility to correctly identify on the site plan the location of these lines in reference to the public right-of-way, other adjoining property lines, the street, other structures and all utility lines. The Developer should find property pins that are still available at the lot in question. If these pins do not exist or have become unrecognizable then a new survey should be performed.

Accurate property line information is a must for a timely review. In addition to finding existing property pins, legal descriptions should be checked. The best way to identify property line location is with a land survey. The City of Rexburg has aerial photos and a parcel line layer that can be checked, but they are only a tool and are not guaranteed for accuracy. If you want to request a copy of your lot, see the front counter at the Community Development Department.

I have read and understand the above requirements.

_____ _____
Signature Date

_____
Printed Name

CITY OF REXBURG
America's Family Community

BUILDING PERMIT FORM **100**
Updated 10/2016

Building Safety Department
City of Rexburg
35 North 1st East
Rexburg, Idaho 83440

BUILDING PERMIT APPLICATION

New Single Family Residence

For Office Use
Permit Number: _____ Zoning: _____ Application Fee Paid: ☐ $500

1. Property Owner

Name: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Phone: _____ Email: _____

Under Idaho Building Code, a homeowner is allowed to do work on their own home.

Are you a homeowner doing work on your own home?

☐ Yes (Skip to #4 and complete the Homeowner's Exemption)

☐ No, I am working with the homeowner

2. Applicant

Name: _____ Role: (Owner, Tenant, Contractor, etc.) _____
Address: _____ City: _____ State: _____ Zip Code: _____
Phone: _____ Email: _____
Contact/Rep. Name: _____

3. General Contractor

Name: _____ Registration #: _____ Exp.: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Phone: _____ Email: _____
Contact/Rep. Name: _____ Phone: _____ Email: _____

General Contractor Authorized Signature: _____ Date: _____

A copy of your state registration/license is required to be on file. If this is the first time you have done work in the City of Rexburg, please provide a photo copy of your license. If you are unsure if your license is on file, please check with the Permit Technician by calling (208) 372-2341.

4. Project Description

Address: _____ **-OR-** Lot #: ___ Block #: ___ Subdivision: _____

Project Description:

- Square Feet: Building Total: _____ sq. ft.
  - Main Floor: _____ sq. ft.
  - Additional Floors: _____sq. ft.
  - Basement:
    - Finished _____ sq. ft.
    - Unfinished _____ sq. ft.
  - Garage _____ sq. ft.
- Estimated Total Cost: $_____
- # of Water Meters: _____ Water Meter Size: _____
- Fireplace(s) Being Installed? ☐ Yes ☐ No
- Hydronic Heating Being Installed? ☐ Yes ☐ No

Building Permit fees for new homes are charged based on square footage and the City's estimated valuation. For details on how fees are calculated, contact the Building Department. There will also be a plan review fee totaling 10% of the building permit fee.

APPLICANT'S SIGNATURE, CERTIFICATION AND AUTHORIZATION: Under penalty of perjury, I hereby certify that I have read this application and state that the information herein is correct and I swear that any information which may hereafter be given by me in hearings before the Planning and Zoning Commission or the City Council for the City of Rexburg shall be truthful and correct. I agree to comply with all City regulations and State laws relating to the subject matter of this application and hereby authorized representatives of the City to enter upon the above-mentioned property for inspections purposes. NOTE: The building official may revoke a permit on approval issued under the provisions of the 2012 International Code in cases of any false statement or misrepresentation of fact in the application or on the plans on which the permit or approval was based. Permit void if not started within 180 days. Permit void if work stops for 180 days.

Applicant's Name (print): _____ Signature: _____ Date: _____

Inspections must be called in before 8 AM on the day the inspection is requested. Inspection requests called in after 8 AM will be scheduled for the next business day.

CITY OF REXBURG
America's Family Community

BUILDING PERMIT FORM **110**
Updated 10/2016

Building Safety Department
City of Rexburg
35 North 1st East
Rexburg, Idaho 83440

BUILDING APPLICATION
New SFR Mechanical

For Office Use
Permit Number: _____ ☐ Mechanical Fee Paid

1. Property Owner
Name: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Phone: _____ Email: _____

Under Idaho Building Code, a homeowner is allowed to do work on their own home.

Are you a homeowner doing work on your own home?

☐ Yes (Skip to #3 and complete the Homeowner's Exemption)

☐ No, I am working with the homeowner

2. Mechanical Contractor
Business: _____ State License #: _____ Exp.: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Phone: _____ Email: _____
Contact/Rep. Name: _____ Phone: _____ Email: _____

Mechanical Contractor Authorized Signature: _____ Date:_____

A copy of your state registration/license is required to be on file. If this is the first time you have done work in the City of Rexburg, please provide a photo copy of your license. If you are unsure if your license is on file, please check with the Permit Technician by calling (208) 372-2341.

3. Project Description
Address: _____ **-OR-** Lot #: ___ Block #: ___ Subdivision: _____
Description of work: _____

☐ SFR Construction: _____ sq. ft.

- *Fees for new construction are charged by square footage: Up to 1,500 sq. ft. = $130 + $65 for each additional 1,000 sq. ft. or portion thereof.*
  - *Up to 1,500 sq. ft. = $130. Up to 2,500 sq. ft. = $195. Up to 3,500 sq. ft. = $230. Up to 4,500 sq. ft. = $295, etc. (i.e. a home with 3,675 sq. ft. will be charged $295)*

☐ Number of Fireplaces: _____

- *Note that fireplaces are not included in square footage costs and will be charged $65 per inspection.*

☐ Hydronic Heating: _____

- *Note that hydronic heating is not included in square footage costs and will be charged and additional $65 + ($10 x # of manifolds/zones)*

APPLICANT'S SIGNATURE, CERTIFICATION AND AUTHORIZATION: Under penalty of perjury, I hereby certify that I have read this application and state that the information herein is correct and I swear that any information which may hereafter be given by me in hearings before the Planning and Zoning Commission or the City Council for the City of Rexburg shall be truthful and correct. I agree to comply with all City regulations and State laws relating to the subject matter of this application and hereby authorized representatives of the City to enter upon the above-mentioned property for inspections purposes. NOTE: The building official may revoke a permit on approval issued under the provisions of the 2012 International Code in cases of any false statement or misrepresentation of fact in the application or on the plans on which the permit or approval was based. Permit void if not started within 180 days. Permit void if work stops for 180 days.

Applicant's Name (print): _____ Signature: _____ Date: _____

CITY OF REXBURG
America's Family Community

BUILDING PERMIT FORM **120**
Updated 10/2016

Building Safety Department
City of Rexburg
35 North 1st East
Rexburg, Idaho 83440

BUILDING APPLICATION
New SFR Electrical

For Office Use
Permit Number: _____ ☐ Electrical Fee Paid

1. Property Owner
Name: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Phone: _____ Email: _____

Under Idaho Building Code, a homeowner is allowed to do work on their own home.

Are you a homeowner doing work on your own home?

☐ Yes (Skip to #3 and complete the Homeowner's Exemption)

☐ No, I am working with the homeowner

2. Electrical Contractor
Business: _____ State License #: _____ Exp.: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Phone: _____ Email: _____
Contact/Rep. Name: _____ Phone: _____ Email: _____

Electrical Contractor Authorized Signature: _____ Date:_____

A copy of your state registration/license is required to be on file. If this is the first time you have done work in the City of Rexburg, please provide a photo copy of your license. If you are unsure if your license is on file, please check with the Permit Technician by calling (208) 372-2341.

3. Project Description
Address: _____ **-OR-** Lot #: ___ Block #: ___ Subdivision: _____
Description of work: _____

☐ New SFR Construction: _____ sq. ft.

- *Fees for new construction are charged by square footage: Up to 1,500 sq. ft. = $130 + $65 for each additional 1,000 sq. ft. or portion thereof.*
  - *Up to 1,500 sq. ft. = $130. Up to 2,500 sq. ft. = $195. Up to 3,500 sq. ft. = $230. Up to 4,500 sq. ft. = $295, etc. (i.e. a home with 3,675 sq. ft. will be charged $295)*

☐ Spas/Pools/Generators: ☐ Yes ☐ No

- *Note that spas/pools/generators are not included in square footage costs and will be charged $65 per inspection.*

APPLICANT'S SIGNATURE, CERTIFICATION AND AUTHORIZATION: Under penalty of perjury, I hereby certify that I have read this application and state that the information herein is correct and I swear that any information which may hereafter be given by me in hearings before the Planning and Zoning Commission or the City Council for the City of Rexburg shall be truthful and correct. I agree to comply with all City regulations and State laws relating to the subject matter of this application and hereby authorized representatives of the City to enter upon the above-mentioned property for inspections purposes. NOTE: The building official may revoke a permit on approval issued under the provisions of the 2012 International Code in cases of any false statement or misrepresentation of fact in the application or on the plans on which the permit or approval was based. Permit void if not started within 180 days. Permit void if work stops for 180 days.

Applicant's Name (print): _____ Signature: _____ Date: _____

CITY OF REXBURG
America's Family Community

BUILDING PERMIT FORM **130**
Updated 10/2016

Building Safety Department
City of Rexburg
35 North 1st East
Rexburg, Idaho 83440

BUILDING APPLICATION
New SFR Plumbing

For Office Use
Permit Number: _____ ☐ Plumbing Fee Paid

1. Property Owner
Name: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Phone: _____ Email: _____

Under Idaho Building Code, a homeowner is allowed to do work on their own home.

Are you a homeowner doing work on your own home?

☐ Yes (Skip to #3 and complete the Homeowner's Exemption)

☐ No, I am working with the homeowner

2. Plumbing Contractor
Business: _____ State License #: _____ Exp.: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Phone: _____ Email: _____
Contact/Rep. Name: _____ Phone: _____ Email: _____

Plumbing Contractor Authorized Signature: _____ Date:_____

A copy of your state registration/license is required to be on file. If this is the first time you have done work in the City of Rexburg, please provide a photo copy of your license. If you are unsure if your license is on file, please check with the Permit Technician by calling (208) 372-2341.

3. Project Description
Address: _____ **-OR-** Lot #: ___ Block #: ___ Subdivision: _____
Description of work: _____

☐ New SFR Construction: _____ sq. ft.

- *Fees for new construction are charged by square footage: Up to 1,500 sq. ft. = $130 + $65 for each additional 1,000 sq. ft. or portion thereof.*
  - *Up to 1,500 sq. ft. = $130. Up to 2,500 sq. ft. = $195. Up to 3,500 sq. ft. = $230. Up to 4,500 sq. ft. = $295, etc. (i.e. a home with 3,675 sq. ft. will be charged $295)*

☐ Hydronic (In-floor) Heating: ☐ Yes ☐ No

- *Note that hydronic heating is not included in square footage costs and will be charged $65 + ($10 x # of manifolds/zones).*

APPLICANT'S SIGNATURE, CERTIFICATION AND AUTHORIZATION: Under penalty of perjury, I hereby certify that I have read this application and state that the information herein is correct and I swear that any information which may hereafter be given by me in hearings before the Planning and Zoning Commission or the City Council for the City of Rexburg shall be truthful and correct. I agree to comply with all City regulations and State laws relating to the subject matter of this application and hereby authorized representatives of the City to enter upon the above-mentioned property for inspections purposes. NOTE: The building official may revoke a permit on approval issued under the provisions of the 2012 International Code in cases of any false statement or misrepresentation of fact in the application or on the plans on which the permit or approval was based. Permit void if not started within 180 days. Permit void if work stops for 180 days.

Applicant's Name (print): _____ Signature: _____ Date: _____

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SUBCONTRACTOR LIST

Excavation & Earthwork: _____

Concrete: _____

Masonry: _____

Roofing: _____

Insulation: _____

Drywall: _____

Painting: _____

Floor Coverings: _____

Plumbing: _____

Heating: _____

Electrical: _____

Special Construction
(Manufacturer or Supplier)

Roof Trusses: _____

Floor/Ceiling Joists: _____

Siding/Exterior Trim: _____

Other: _____

Building Safety Department
City of Rexburg
35 North 1st East
Rexburg, Idaho 83440

HOMEOWNER'S EXEMPTION

As of January 1, 2006, the City of Rexburg can no longer sell permits without having a copy of your State registration number or your exemption from the State registration. Please fill out this form showing your exemption and send it with your permit application.

Idaho State Statute allows a homeowner to do work on their own residence:

An owner performing construction on the owner's personal residential real property, whether or not occupied by the owner, provided however, this exemption shall not apply to an owner who is otherwise regulated by this chapter who constructs a building, residence or other improvement on the owner's property with the intention and for the purpose of promptly selling the improved property, unless the owner has continuously occupied the property as the owner's primary residence for not less than twelve (12) months prior to the sale of such property;
Title 54, Chapter 52, Subsection (2)

I hereby certify that the above information is true and correct to the best of my knowledge.

_____ _____
Signature Date

_____
Print Name

Building Safety Department
City of Rexburg
35 North 1st East
Rexburg, Idaho 83440

Affidavit of Legal Interest

State of Idaho
County of Madison

I, _____, _____
Name **Address**

_____, _____
City **State**

Being first duly sworn upon oath, depose and say:
(If Applicant is also Owner of Record, skip to B)

A. That I am the record owner of the property described on the attached, and I grant my permission to:

_____ _____
Name Address

to submit the accompanying application pertaining to that property.

B. I agree to indemnify, defend and hold Rexburg City and its employees harmless from any claim or liability resulting from any dispute as to the statements contained herein or as to the ownership of the property which is the subject of the application.

Dated this _____ day of _____, 20_____

_____
Signature

Subscribed and sworn to before me the day and year first above written.

_____
Notary Public of Idaho

Residing at: _____

My commission expires: _____

Building Safety Department
City of Rexburg
35 North 1st East
Rexburg, Idaho 83440

DISTRIBUTION LIST

Please provide the names and emails of anyone who should be getting automated updates for this project:

Review Notes

Name: _____ Email: _____

Name: _____ Email: _____

Name: _____ Email: _____

Name: _____ Email: _____

Name: _____ Email: _____

Inspection Tickets

Name: _____ Email: _____

Name: _____ Email: _____

Name: _____ Email: _____

Name: _____ Email: _____

Name: _____ Email: _____