



SINGLE FAMILY RESIDENTIAL BASEMENT FINISH APPLICATION CHECKLIST

The following items should be completed before you submit your building permit application.

***Reasonable accommodations will be made upon request.**

Submit the Following Documents:

- 2 sets of building plans drawn to scale
 - Floor Plan, Sectional Views, Mechanical Layout, Stair Details, and any details required to illustrate special construction.*
- Digital Plans (PDF Format – can be submitted by USB, CD, or Dropbox)
- **Copies of any Contractors' State License if not on file already.

Complete the Following Forms:

- Permit Policies Acknowledgment signed.
- 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>.



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 ONLY when you have received a Pink Building Permit from the Building Department. Occupancy of any structure can begin ONLY 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: _____



BUILDING APPLICATION
Single Family Residence Basement Finish

For Office Use

Permit Number: _____

Application Fee Paid: \$100

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: _____

Project Description: _____

- Square Footage being Finished: _____ sq. ft.
- Check All Included in Scope of Work:
 - Mechanical Work Electrical Work Plumbing Work

Note: Any contractors involved will need to fill out their respective application.

- Fireplace(s) 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: _____



BUILDING APPLICATION
Basement Finish 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: _____
Description of work: _____
 SFR Construction: _____ sq. ft.

- Fees for basement finishes 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.

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



BUILDING APPLICATION
SFR Basement Finish 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: _____

Description of work: _____

SFR Construction: _____ sq. ft.

- Fees for basement finishes 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)

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



BUILDING APPLICATION
SFR Basement Finish 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: _____

Description of work: _____

SFR Construction: _____ sq. ft.

- Fees for basement finishes 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)

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



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: _____



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



DISTRIBUTION LIST

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

Review Notes

Name: _____

Email: _____

Inspection Tickets

Name: _____

Email: _____

Name: _____

Email: _____

Name: _____

Email: _____

Name: _____

Email: _____

Name: _____

Email: _____