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## **MULTI-FAMILY RESIDENTIAL REMODEL 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:**

- 3 sets of building plans (see box below) – stamped by a licensed professional
  - 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.*
  - Electrical panel layout and calculations included with building plans.*
  - Exterior Lighting Plan including photometric layout.*
- 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 licensed Electrical Contractor
- Plumbing Permit Application signed by a licensed Plumbing Contractor
- Fire Alarm Permit Application (if applicable) signed by a registered professional
- Fire Sprinkler Permit Application (if applicable) signed by a registered professional
- Subcontractor List filled out
- Affidavit of Legal Interest signed
- Notification Distribution List filled out

**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**  
*MFR Remodel*

**For Office Use**

Permit Number: \_\_\_\_\_

Application Fee:  \$100

**1. Property Owner**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**2. Applicant**

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

**3. General Contractor**

***Under Idaho Building Code, a registered contractor must do the work for a Commercial Building.***

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: \_\_\_\_\_

Description of Work: \_\_\_\_\_

Project Description:

- Total cost of project - materials and labor: \$ \_\_\_\_\_
- Check all that apply:
  - Mechanical: Cost \$ \_\_\_\_\_
  - Electrical: Cost \$ \_\_\_\_\_
  - Plumbing: Cost \$ \_\_\_\_\_
  - Fire Alarm: Cost \$ \_\_\_\_\_
  - Fire Sprinkler: Cost \$ \_\_\_\_\_

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

*Building Permit fees for MFR remodels are charged by cost. The application fee applies towards the total fee. For details on how fees are calculated please check with the building department. There will also be a plan review fee totaling 10% of the 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**  
*Remodel Mechanical*

**For Office Use**

Permit Number: \_\_\_\_\_

Mechanical Fee Paid

**1. Property Owner**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Remodel Cost: \_\_\_\_\_ sq. ft.

- Fees for remodels are charge by cost:
  - First \$10,000 = 2% + \$60. From \$10,000 to \$100,000 = 1% + \$260. Above \$100,000 = .5% + \$1,160. i.e. Work costing \$15,000 will be charged \$260 for the first \$10,000 and 1% of the remaining \$5,000 = \$260 + \$50 = \$310 total fee
- There will also be a plan review fee totaling 10% of the above fee.

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Applicant's Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**BUILDING APPLICATION**  
*Remodel Electrical*

**For Office Use**

Permit Number: \_\_\_\_\_

Electrical Fee Paid

**1. Property Owner**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

**Remodel Cost:** \_\_\_\_\_ sq. ft.

- Fees for remodels are charge by cost:
  - First \$10,000 = 2% + \$60. From \$10,000 to \$100,000 = 1% + \$260. Above \$100,000 = .5% + \$1,160. i.e. Work costing \$15,000 will be charged \$260 for the first \$10,000 and 1% of the remaining \$5,000 = \$260 + \$50 = \$310 total fee
- There will also be a plan review fee totaling 10% of the above fee.

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Applicant's Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**BUILDING APPLICATION**  
*Remodel Plumbing*

<b>For Office Use</b> Permit Number: _____ <span style="float: right;"><input type="checkbox"/> Plumbing Fee Paid</span>
<b>1. Property Owner</b> Name: _____ Address: _____ City: _____ State: _____ Zip Code: _____ Phone: _____ Email: _____
<b>2. Electrical Contractor</b> Business: _____ State License #: _____ Exp.: _____ Address: _____ City: _____ State: _____ Zip Code: _____ Phone: _____ Email: _____ Contact/Rep. Name: _____ Phone: _____ Email: _____
<b>Plumbing Contractor Authorized Signature:</b> _____ Date: _____ <i>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.</i>
<b>3. Project Description</b> Address: _____ Description of work: _____ <input type="checkbox"/> <b>Remodel Cost:</b> _____ sq. ft. <ul style="list-style-type: none"> <li>• Fees for remodels are charge by cost:             <ul style="list-style-type: none"> <li>○ First \$10,000 = 2% + \$60. From \$10,000 to \$100,000 = 1% + \$260. Above \$100,000 = .5% + \$1,160. i.e. Work costing \$15,000 will be charged \$260 for the first \$10,000 and 1% of the remaining \$5,000 = \$260 + \$50 = <u>\$310 total fee</u></li> </ul> </li> <li>• There will also be a plan review fee totaling 10% of the above fee.</li> </ul>

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Applicant's Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**BUILDING APPLICATION**  
*Fire Alarm*

**For Office Use**

Permit Number: \_\_\_\_\_

Fire Alarm Fees Paid

**1. Property Owner**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**2. Contractor**

Business: \_\_\_\_\_ State License #: \_\_\_\_\_ Exp.: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contact/Rep. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

**Fire Alarm System Cost:** \$ \_\_\_\_\_

- Fees for fire alarm systems are charge by cost:
  - First \$10,000 = 2% + \$60. From \$10,000 to \$100,000 = 1% + \$260. Above \$100,000 = .5% + \$1,160. i.e. Work costing \$15,000 will be charged \$260 for the first \$10,000 and 1% of the remaining \$5,000 = \$260 + \$50 = \$310 total fee
- There will also be a plan review fee totaling 10% of the above fee.

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Applicant's Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**BUILDING APPLICATION**  
*Fire Sprinkler*

**For Office Use**  
Permit Number: \_\_\_\_\_ Fire Sprinkler Fees Paid

**1. Property Owner**  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**2. Contractor**  
Business: \_\_\_\_\_ State License #: \_\_\_\_\_ Exp.: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Contact/Rep. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**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: \_\_\_\_\_  
Number of Heads: \_\_\_\_\_  
 **Fire Sprinkler System Cost: \$** \_\_\_\_\_

- Fees for fire alarm systems are charge by cost:
  - First \$10,000 = 2% + \$60. From \$10,000 to \$100,000 = 1% + \$260. Above \$100,000 = .5% + \$1,160. i.e. Work costing \$15,000 will be charged \$260 for the first \$10,000 and 1% of the remaining \$5,000 = \$260 + \$50 = \$310 total fee
- There will also be a plan review fee totaling 10% of the above fee.

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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: \_\_\_\_\_





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