



COMMERCIAL TENANT IMPROVEMENT 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 – stamped by a licensed professional.
Include the following as applicable
 - 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.*
- Structural Calculations (if applicable) – stamped by a licensed Engineer
- 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 by owner
- Notifications Distribution List
- Business Use Summary Completed

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
Commercial Tenant Improvement

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 \$ _____
- Change of Occupancy? No Yes: New occupancy: _____

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

Building Permit fees for commercial construction are charged based on square footage and the City's estimated valuation. The application fee applies toward the fee total. 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
Commercial Mechanical

For Office Use

Permit Number: _____

Mechanical Fees Paid

1. Property Owner

Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

2. Mechanical Contractor

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

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: _____

Project Cost: \$ _____

- Fees for commercial projects are charged 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
Commercial Electrical

For Office Use

Permit Number: _____

Electrical Fees Paid

1. Property Owner

Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

2. Electrical Contractor

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

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: _____

Project Cost: \$ _____

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



BUILDING APPLICATION
Commercial Plumbing

For Office Use

Permit Number: _____

Plumbing Fees Paid

1. Property Owner

Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

2. Plumbing Contractor

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

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: _____

Project Cost: \$ _____

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



BUILDING APPLICATION
Fire Sprinkler

For Office Use Permit Number: _____ Fire Sprinkler Fees Paid <input type="checkbox"/>
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: _____ <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>
3. Project Description Address: _____ Description of work: _____ Number of Heads: _____ <input type="checkbox"/> Fire Sprinkler System Cost: \$ _____ <ul style="list-style-type: none"> • Fees for fire alarm systems are charge by cost: <ul style="list-style-type: none"> ○ 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> • There will also be a plan review fee totaling 10% of the above fee.

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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: _____



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: _____



BUSINESS USE SUMMARY

The following questions will help speed the review process along. Please take the time to answer all of them.

- Is this business occupying an existing building? Yes No
- Will the business be doing any structural/or remodeling changes to the building? Yes No
- Any changes to the electrical? Yes No
- Any changes to the plumbing? Yes No
- Any changes to the mechanical system? Yes No
- Is the business type changing? Yes, it will change to _____ No
- Is this business changing ownership? Yes No
- Is the business registered with the City of Rexburg? Yes, License #: _____ No

***If No, please apply for a business license with the Customer Service Dept.**

- Will the business have food preparations? Yes No
- Will there be any cooking of foods? Yes No
- Will there be any deep fat frying? Yes No
- Will you have food disposal on site? Yes No
- Will there be sumps or floor drains in the facility? Yes No
- Will the business have any chemicals on site? Yes No

Applicants Signature

Phone

Date

I certify that the information that I have provided above is to the best of my knowledge accurate and true.