



MULTI-FAMILY RESIDENTIAL 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 site plans (see Site Plan Checklist on page 2)
- 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.*
- Structural Calculations (see box below) – stamped by a licensed Engineer
- Energy Compliance Report: As per the 2012 IECC, a COMCheck 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
(unless soil evaluation confirms category C)
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:

- 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
- Permit Policies Acknowledgment signed.
- Affidavit of Legal Interest signed
- Property Line form signed
- 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
- Notification Distribution List filled out
- Commercial Projects: Completed Business Use Summary

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>.



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.



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: _____



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



BUILDING APPLICATION
New MFR Mechanical

For Office Use
Permit Number: _____ Mechanical Fee 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 Multi-family Residence.
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: _____
 New MFR Construction: # of Buildings: _____ # of Units: _____

- Fees for new construction are charged by number of buildings and number of units.
 - $(130 \times \# \text{ of buildings}) + (65 \times \# \text{ of units}) = \text{total fee i.e. } (130 \times 2 \text{ buildings}) + (65 \times 10 \text{ total units}) = \$260 \text{ (buildings)} + \$650 \text{ (units)} = \underline{\$910 \text{ total fee}}$
- There will also be a plan review fee totaling 10% of the above 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
New MFR Electrical

For Office Use
Permit Number: _____ Electrical Fee 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 Multi-family Residence.
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 MFR Construction: # of Buildings: _____ # of Units: _____

- Fees for new construction are charged by number of buildings and number of units.
 - $(130 \times \# \text{ of buildings}) + (65 \times \# \text{ of units}) = \text{total fee i.e. } (130 \times 2 \text{ buildings}) + (65 \times 10 \text{ total units}) = \$260 \text{ (buildings)} + \$650 \text{ (units)} = \underline{\$910 \text{ total fee}}$
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Applicant's Name (print): _____ Signature: _____ Date: _____



BUILDING APPLICATION
New MFR Plumbing

For Office Use
Permit Number: _____ Plumbing Fee 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 Multi-family Residence.
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 MFR Construction: # of Buildings: _____ # of Units: _____

- Fees for new construction are charged by number of buildings and number of units.
 - $(130 \times \# \text{ of buildings}) + (65 \times \# \text{ of units}) = \text{total fee i.e. } (130 \times 2 \text{ buildings}) + (65 \times 10 \text{ total units}) = \$260 \text{ (buildings)} + \$650 \text{ (units)} = \underline{\$910 \text{ total fee}}$
- 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 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.

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 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
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: _____

Name: _____

Email: _____

Name: _____

Email: _____

Name: _____

Email: _____

Name: _____

Email: _____