

RESIDENTIAL BUILDING PERMIT APPLICATION INSTRUCTIONS FOR COMPLETION



Contact and Permit Submission:

- Contact Planning and Zoning Administrator Josh Wilson with questions regarding zoning requirements; joshw@victorcityidaho.com or 208-787-2940 x 14.
- For permit review submit completed Building Permit Applications to Deputy Clerk Cari Golden; carig@victorcityidaho.com or in person at Victor City Hall - 32 Elm Street, Victor, ID, 83455.

Building Permit Application Process: (If required)

1. The first step in the Building Permit process is to attend a Pre-Application Conference with the Planning and Public Works departments. For small scale residential projects this may occur over the phone. View the [Pre-Application Conference request form](#).
2. The second step is to receive Site Plan approval. View the [Site Plan Review application](#).
3. The third step is to fill out the Building Permit application and submit all applicable materials, plans and fees. It is the responsibility of the application to ensure all applicable materials, plans and fees are submitted. Upon receipt of all applicable materials, plans and fees the Building Permit Application will be reviewed. The City strives to process complete applications and issue permits for residential projects within 10 business days.

_____ (initial) _____ (date)

Building Permits Required:

1. Building permits are required for all construction, except for exemptions specifically excluded by the City of Victor Municipal Code, [Title 7: Building Regulations, Section 7-1-2-B: Construction and Demolition](#)
2. **Excavation** prior to the issuance of a Building Permit is NOT PERMITTED. In order to excavate you must apply for and receive an [Excavation Permit](#) in advance of your Building Permit.

_____ (initial) _____ (date)

Other Notes:

1. Residential single family, two-family and garage apartment or backyard cottage projects do not require an Architect's stamp in most cases, unless required by the Building Inspector. All residential projects with 3 units or more, or mixed use projects, require a stamp from an Idaho licensed Architect.
2. If you are building a new home, an addition to an existing home, or an accessory structure in a subdivision please comply with the design review procedure and/or the applicable CC&Rs of your subdivision. Contact your Home Owners' Association (HOA) for more information.
3. **Ground Snow Load** = 90 pounds. **Minimum frost depth** = 36 inches. Refer to the 2012 IRC.
4. Sample permit fee calculations can be found [here](#).
5. The location of residential garages must adhere to the regulations in Article 8: Building Types, [Div. 8.17 – Parking Location](#).
6. Residential driveways at the right-of-way must be between 10-12' in width for single car driveways and 20-24' in width for two car driveways. Double-track/wheel strip driveways are permitted for single family homes, duplexes, backyard cottages, cottage courts, and attached houses and townhouses. Each wheel strip must be 18" in width and the area between the wheel strips must have living groundcover. However, the area within the public right-of-way must be fully paved along its total width from the property line to the curb line/road pavement.
7. Porches, balconies and other building elements must adhere to the Design Regulations in Article 8: Building Types, [Div. 8.16 – Building Elements](#).
8. Refer to [Article 2: Measurements and Exceptions](#) for information regarding permitted setback encroachments, measurement of setbacks for irregular shaped lots, measurement of building height, etc.

9. Off-street vehicle parking and loading areas for single family homes, backyard cottages, duplexes and attached houses may be either gravel, concrete, asphaltic concrete, or other dust-free surfaces. Other surfaces are subject to City approval.
 _____ (initial) _____ (date)

Required Application Documents:

PLEASE NOTE: 1 digital copy of the **entire application** must be submitted via e-mail, on a USB drive or CD.

1. Warranty Deed (**1 paper copy + 1 digital copy**)
2. Authorization Letter (if applicable)
3. Site Plan – as approved during the Site Plan Review, or with modifications requested. Site Plan must show:
 - North arrow, scale, and all dimensions
 - Legal property lines, with dimensions
 - Legal easements, with dimensions
 - Footprint(s) of any existing structures on the lot or property, with dimensions
 - Footprint of all proposed new construction (house, garage, and any other buildings), with dimensions
 - Dimensions for front, rear, left side and right side setbacks
 - **Required setbacks for each zone can be found in the City of Victor Municipal Code, Title 10: Zoning, [Article 4: Residential Districts](#) or [Article 5: Mixed Use Districts](#)**
 - Water, sewer and electric lines serving the site, and proposed ties to the residence
 - **To locate utilities call Dig Line 800-342-1585 and then indicate these utilities on your site plan.**
 - Driveways (existing or proposed), with dimensions
 - Sidewalks (existing or proposed), with dimensions
 - Streets and alleys that the property can be accessed from, with street name(s) and/or alley name labeled
4. Foundation Plan (**2 paper copies 24" x 36" + 1 digital copy**)
5. Elevation Plans – North, South, East, West (**2 paper copies 24" x 36" + 1 digital copy**)
6. Truss Package - where applicable – pre-engineered truss packages must be submitted. (**2 paper copies 24" x 36" + 1 digital copy**)
7. Cross Section (**2 paper copies 24" x 36" + 1 digital copy**)
8. Floor Plan (**2 paper copies 24" x 36" + 1 digital copy**)
9. Roof Plan (**2 paper copies 24" x 36" + 1 digital copy**)
10. Basement Plan (if applicable) (**2 paper copies 24" x 36" + 1 digital copy**)

Procedure:

Upon submission of complete application the application will be reviewed and the permit issued within 10 business days. **Water and sewer connection fees, in addition to building permit fee, are due upon submission of application;** application will not be reviewed until all applicable fees are paid.

Authorized Signature:

I, _____, **certify that I have read all of the above information.**
 (printed name)

X _____ date: _____

<i>(staff use)</i> Permit # _____



RESIDENTIAL BUILDING PERMIT APPLICATION

Property Owner's Information Owner's

(staff use)
Permit #: BP _____
Associated Site Plan Permit#: SPL _____
Date application received: _____
Date of complete submission: _____
IWORQ # _____

Name: _____ Date: _____

Mailing Address: _____

Telephone: _____

Email: _____

Applicant's Name: _____

Mailing Address: _____

Telephone: _____

Email: _____

Is applicant other than the owner? Yes _____ No _____

If applicant is other than the owner a notarized statement authorizing applicant to act as agent for the owner must accompany this application. A sample letter of authorization is available on City of Victor website: [Authorization Letter](#)

Idaho Contractor: _____

If you are constructing a home that you will live in, put "self". **If the construction will be done by someone other than the owner the construction must be done by a contractor registered with the State of Idaho.**

State of Idaho Contractor Registration Number: _____

(Contract's registration with the state must be current.)

Building Information

(check all that apply)

New Single Family Home or Duplex _____ New backyard cottage/Accessory Dwelling Unit _____

Garage _____ Garage + Apartment _____ Carport _____ Other Accessory Structure _____

Addition _____ Remodel _____ Fence _____ Sign _____ Other _____

LOCATION/LEGAL DESCRIPTION

Street Address: _____

Subdivision Name: _____ Lot No: _____ Block No: _____

Section, Township, Range _____

Zoning District: _____

call 208-787-2940 for verification.

Does driveway access State Highway?

Is the property located in floodplain? **Yes No**

Will water line cross a street? **Yes No**

Is this a HUD certified manufactured home? **Yes No**

If yes, will it be located in a mobile park? **Yes No**

Is this a modular home manufactured off site, other than a HUD manufactured home? **Yes No**

If yes, provide the name of the manufacturer: _____

Building Information, continued

(staff use)
Permit # _____

Dimensions: (exterior wall measurement of the building)

First Floor Area Dimensions _____ Total SQ Feet _____

Second Floor Area Dimensions _____ Total SQ Feet _____

Basement Area Dimensions _____ Total SQ Feet _____

Will basement be finished or unfinished? _____ finished _____ unfinished

Garage or Carport Dimensions _____ Total SQ Feet _____

Deck Area Dimensions _____ Total SQ Feet _____

Shed or Barn Dimensions _____ Total SQ Feet _____

Driveway and Parking Dimensions _____

Other accessory structure dimensions _____ Total SQ Feet _____

Property Size:

SQ Feet _____ Acres _____ Height above grade _____

Building Set Backs from property line:

Front _____ Back _____ Left Side _____ Right Side _____

Main Type of Heat to be used:

Gas _____ Electric _____ Wood _____

Total number of:

Kitchens _____ Baths _____ Bedrooms _____

Inspection & Plan Review Information

- Inspection and issuance of the CERTIFICATE OF OCCUPANCY must occur **prior to the expiration** of the building permit. _____ (initial) _____ (date)
- It is the responsibility of the applicant to contact building inspector 24 hours in advance for any and all required inspections. No inspections will be conducted on weekends or holidays and inspections scheduled outside normal business hours (8:00am- 5:00pm) will be charged an additional \$50.
City Building Inspector: Jason Letham (208) 317-3365 _____ (initial) _____ (date)
- It is the responsibility of the applicant or applicant's contractor to arrange State Electrical and Plumbing inspections, and present proof of compliance prior to issuance of Certificate of Occupancy. _____ (initial) _____ (date)
- Additional plan reviews necessitated by changes, additions, revisions, etc., are charged at a 1 hour minimum. _____ (initial) _____ (date)
- A building permit may not exceed two years. Permits may be extended after the first year with a required fee of \$50.00 per year thereafter. **An expired building permit would require a new building permit with new fees.** Any additional inspections fees for re-inspections will be billed at a minimum of \$50.00 per visit. Fees are to be paid prior to issuance of the Certificate of Occupancy. _____ (initial) _____ (date)

(staff use)
Permit # _____

Certificate of Occupancy and Use

Certificate of Occupancy shall be issued before any building or use is occupied and shall be approved by the Building Inspector certifying compliance with the 2015 IRC and by the City Planning and Zoning Administrator verifying compliance with the Victor Development Code, including any conditions imposed upon permit approval. Occupancy of a building or use without the Certificate of Occupancy shall be a violation of this Ordinance and permit. The issuance of the Certificate shall not be considered approved if any violation of this Ordinance is discovered after the inspection. **NO EXCEPTIONS.**

NOTE: NO CERTIFICATE OF OCCUPANCY SHALL BE ISSUED UNTIL PROPER STREET NUMBERS HAVE BEEN PLACED ON BUILDING. ALL NUMBERS SHALL BE AT LEAST 4" AND BE VISABLE AND LEGIBLE FROM THE ROAD FRONTING THE PROPERTY. _____ (initial)
_____ (date)

Unpermitted Construction

Prior to construction or other activity governed by this ordinance a permit shall be issued to the applicant. Construction or excavation is prohibited until the permit is issued.

CONSTRUCTION WITHOUT A PERMIT IS SUBJECT TO:

1. **A STOP WORK ORDER**
2. **A FINE OF UP TO \$1,000.00 PER DAY**
3. **THE FEE FOR THE PERMIT IS 2X THE ORIGINAL FEE** _____ (initial) _____ (date)

Water and Sewer connections

Water and Sewer Connection Fees are based on a Residential Meter (1 inch line). Larger lines will be priced at time of request.

- Any cost or expense related to make the connections beginning at the water and sewer mains to the property line (in other words, excavation, labor parts, road repair, pipe) is paid for by the applicant.

Water Meter Pit (if not already on site)	\$ _____ +
Water Meter	\$ _____ +
Sewer Connection Fee	\$ _____ +
Water Connection Fee	\$ _____ +
WATER + SEWER TOTAL	= \$ _____

PLEASE NOTE:

THE WATER AND SEWER CONNECTION FEES MUST BE PAID TO THE CITY WITH SUBMITTAL OF THE BUILDING PERMIT. _____ (initial) _____ (date)

City policy states that there will be no sewer, water, or meter pit excavation in City easements between the months of October 15th and April 15th. Water meters shall not be installed during this same time period unless written permission from the Public Works Department is granted with possible conditions included. IF you know you will be receiving a Certificate of Occupancy between October 15th and April 15th, you need to have your water meter installed BEFORE the 15th of October.

Your monthly water and sewer charges will be activated 120 days from issuance of permit for stick built, and 60 days for pre-built, unless provisions are made with the Public Works Director. _____ (initial)
_____ (date)

Applicant signature, certification and authorization

Under penalty of law I hereby certify that I have read and understand this application and state that the information herein is correct. I swear (affirm) that any information which may hereafter be given by me in hearings before the Victor Planning & Zoning Commission of the City Council shall be truthful and correct.

I agree to comply with all the City and County regulations and State law relating to the subject matter of this application and hereby authorize representatives of this City to enter upon the above mentioned property for inspection purposes. I further agree and understand that no building activity will begin on the above mentioned property until a properly approved and authorized building permit has been issued.

APPLICANT SIGNATURE : _____

DATE _____

Permit #: _____

For Staff Use Only

Permit #: _____

VALUATION WORK SHEET TO DETERMINE CONSTRUCTION VALUATION FEE

Living Area Total SQ Feet _____ X _____ = \$ _____

Basement (finished, unfinished,) Total SQ Feet _____ X _____ = \$ _____

Garage, Shed, Outbuildings Total SQ Feet _____ X _____ = \$ _____

Building Value Subtotal \$ _____

BUILDING FEE (after modifications and calculation) \$ _____

Water and Sewer Connection Fees: Residential Meter (3/4 line, larger lines will be priced at time of request)

PLUS – Any cost or expense related to make the connections beginning at the water and sewer mains to the property line (in other words, excavation, labor parts, road repair, pipe) However, the applicant/property owner has the option of having his/her excavation contractor do the digging required from the main lines to the property lines.

WATER AND SEWER FEE TOTAL \$ _____

BUILDING FEE TOTAL \$ _____

TOTAL AMOUNT DUE \$ _____

Additional Inspections

Date: _____ Inspection: _____ Fee _____

Date: _____ Inspection: _____ Fee _____

Date: _____ Inspection: _____ Fee _____

Additional Charges: Re-inspections, Inspections outside of normal business hours, Additional Review, changes or revisions (Minimum 1 hour Charge @ \$45/hour; typical inspection is 1 hour)

Total Additional Fees \$ _____

TIME OF PERMITTED ACTIVITY: Effective Date: _____ Expires On: _____

APPLICANTS

SIGNATURE _____ Date _____

FOR STAFF USE ONLY

REQUIRED SIGNATURES:

Permit #: _____

Date application received: _____ Reviewed with Applicant: YES _____ NO _____

Reviewed by Building Department staff:

Comments: _____

Approvals (as needed

Public Works Director: _____ Date: _____

Reviewed by Building Official: _____ Date: _____

Reviewed by P&Z Administrator: _____ Date: _____

Reviewed by Fire Marshall: _____ Date: _____

DATE APPLICATION APPROVED / PERMIT ISSUED: _____

CONDITIONS : YES _____ NO _____

Conditions:

Inspections City of Victor:

Final inspection completed by: _____ Date : _____

Certificate of Occupancy approved by City Inspector Date : _____

Certificate of Occupancy issued by P&Z Administrator Date : _____



For Staff Use Only
Building Permit Application Checklist

Building Permit Application Submission Documentation

Application Materials	Details	Digital Yes/No	Date Requested	Date Received	Paper Yes/No	Date Requested	Date Received
1. Warranty Deed							
2. Site Plan							
	Legal Property Lines						
	Legal Easements						
	Any existing structure on lot or property						
	Location of proposed construction on lot or property						
	Dimensions for front, rear, left side, and right side setbacks						
	Water, sewer and electric lines						
	Driveways (existing or proposed)						
	Sidewalks						
	Streets and alleys						
3. Foundation Plan							
4. Floor Plan							
5. Elevation Plans (N,S,E,W)							
6. Cross Section							
7. Roof Plan							
8. Basement Plan (if applicable)							
9. Letter of Authorization (if applicable)							

DATE COMPLETE APPLICATION + MATERIALS RECEIVED: _____

DATE APPLICATION APPROVED / PERMIT ISSUED: _____

PERMIT NUMBER: _____