



**PLANNING and BUILDING DEPARTMENT**  
**RESIDENTIAL BUILDING PERMIT APPLICATION**

This form is for detached one and two family dwellings and associated accessory buildings only. Commercial or multi-family dwelling units require a different form. Each structure on your property requires a separate permit. Building permits expire three years from the date of issuance. Permits may be renewed with an extension application and payment of appropriate extension fees.

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

Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**APPLICANT** (Contact Person\*): \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

\* If applicant is other than owner, a letter of authorization **must** accompany this application. Only the owner or his/her authorized agent may sign the application, correction list, or permit.

**CONTRACTOR:** \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

State of Idaho Contractor's Registration Number: \_\_\_\_\_ Email \_\_\_\_\_

Insurance Carrier \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

**MECHANICAL CONTRACTOR:** \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

State of Idaho HVAC Contractor License Number \_\_\_\_\_

**SITE LOCATION:**

Street Address \_\_\_\_\_ City \_\_\_\_\_

**LEGAL DESCRIPTION:**

Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Parcel \_\_\_\_\_

Subdivision \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_

**PROPOSED USE:** Please describe the nature of the project. (i.e. new single family dwelling with attached garage, detached garage, guest house, barn, shed, addition to a single family dwelling, etc. )



	Existing	Proposed (New)
Habitable above grade main floor:	_____ sq. ft.	_____ sq. ft.
Habitable above grade 2 <sup>nd</sup> floor:	_____ sq. ft.	_____ sq. ft.
Habitable above grade 3 <sup>rd</sup> floor:	_____ sq. ft.	_____ sq. ft.
Manufactured/Modular Home Setting ( ) Full concrete ( ) Piers	_____ sq. ft.	_____ sq. ft.
Habitable below grade (basement):	_____ sq. ft.	_____ sq. ft.
Non-habitable below grade (basement):	_____ sq. ft.	_____ sq. ft.
Garage/ Barn w/ Foundation: Attached _____ Detached _____	_____ sq. ft.	_____ sq. ft.
Pole barns, sheds, carports, covered decks:	_____ sq. ft.	_____ sq. ft.

**Habitable space** is defined as conditioned living space. Garages, barns, and other miscellaneous out buildings, attic spaces, and crawl spaces are not included as habitable floor area. Heated storage areas, studios, exercise rooms, and/or offices are included as habitable floor area. **Gross floor** area is measured from exterior wall surface.

If the **manufactured home** listed on this application was constructed prior to June 15, 1976, it is required by the State of Idaho to be re-certified under the Idaho Mobile Home Rehabilitation Act which became effective on July 1, 1998. Rehabilitation repairs (if needed) shall be in accordance with Section 44-2503 of the Idaho Mobile Home Rehabilitation Act prior to issuance of a setting permit.

	Existing	Proposed (New)
Number of bedrooms:	_____	_____
Number of bathrooms:	_____	_____
Number of kitchens:	_____	_____

**HVAC SYSTEM(S):** (Place a check by each type being installed and indicate the quantity.)

_____ Forced air electric	Number of furnaces	_____
_____ Forced air gas	Number of furnaces	_____
_____ Water heater gas	Number of Water heaters	_____
_____ Gas in-floor heat	Number of Boilers	_____
_____ Electric in floor heat	Number of Boilers	_____
_____ Other	List _____	

**FIREPLACE(S):** (Place a check by each type being installed.)

_____ Gas fireplace (s) factory built	Number to be installed	_____
_____ Solid fuel fire place(s) factory built	Number to be installed	_____
_____ Solid fuel masonry fire place(s)	Number to be installed	_____

**ESTIMATED COST OF CONSTRUCTION:** \$ \_\_\_\_\_ (Round to nearest dollar amount.)

This figure should be the actual cost of construction not including land, this will be used for reporting purposes only. Permit & Plan Review fees will be calculated based on the valuation determined by the Building Department using the Building Valuation Data published by the International Code Council.

**APPLICANT'S SIGNATURE:** Under penalty of perjury, I hereby certify that I have read this application and state that the information herein is correct and true to the best of my knowledge. I agree to comply with all County regulations and State Laws relating to the subject matters of this application and hereby authorize a representative of this County to enter upon the above-mentioned property for inspection purposes. In signing this application, I acknowledge that the County's acceptance of this application and permit fees does not constitute approval of the permit. I agree not to commence any work for which this application is being made prior to approval of this application by the appropriate County Agencies and understand that additional fees will be assessed if such work is commenced. I also understand that this permit is not valid until all fees are paid in full.

\_\_\_\_\_  
Signature \*

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature \*

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date

\* If owned by a corporation, trust or similar entity, provide documentation of authority to sign.

## SUBMITTAL REQUIREMENTS FOR BUILDING PERMIT APPLICATIONS

**The following items are required and shall be submitted to the building department when applying for a permit.**

- 1. Application:** Make sure you have the proper application type, i.e. residential or commercial. All applicable portions of the permit shall be filled in. If you are unsure about the applicability of a question, please call ahead or come in to ask for assistance.
- 2. Owner Application Check List:** Every item on this checklist, found below, must be filled out with Y, N, or NA or your application may be deemed incomplete.
- 3. Plans:** Residential building permit applications require 2 sets of plans be submitted for review. Plans shall be reviewed and stamped by a Structural Engineer licensed in the state of Idaho.
- 4. Proof of Ownership:** A copy of either the Warranty Deed or Quit Claim Deed must be submitted with this application.
- 5. Letter of Authorization:** If the owner will not sign the application, he/she may submit a letter of authorization with the application to allow a representative to sign and act for the owner. A template is available on the County website or in the Building Department.
- 6. Septic or Sewer Permit:** Individual septic permits are issued by Eastern Idaho Public Health Department (208-354-2220). If you are connecting to a central sewer system you will need to submit a copy of the receipt of payment for connection fees to either the Driggs or Victor sewer system.
- 7. Energy Analysis:** It is highly recommended that an energy analysis be run on all habitable structures. You can download a free copy of the program at [www.energycodes.gov](http://www.energycodes.gov) (**Rescheck** for residential projects). Follow the directions provided and submit a copy of the results with your application **OR** you can use the form for the prescriptive method provided at the back of this application.
- 8. Floodplain:** Provide all necessary elevation certificates and Floodplain specific information with this building permit application.
- 9. Access Permit(s):** Provide a copy of all approved access permits from the State of Idaho or Teton County Road and Bridge Dept.
- 10. Impact Fees:** Complete the appropriate impact fee application and submit it with this application.

**Owner / Applicant Acknowledge:** (Read each of the following and initial acknowledgment.)

- \_\_\_\_\_ 1. Name, address, and permit must be clearly posted on the project.
- \_\_\_\_\_ 2. Certificate of Occupancy may be denied if the home is occupied prior to a final inspection. Before occupying your project, you must have a final inspection by the Building Department and other appropriate County and State Agencies. Following approval of these inspections, a Certificate of Occupancy will be issued. Occupation of the proposed building in whole or in part without the appropriate final inspections may make you subject to fines under the Teton County Building Code (Title 6) and the currently adopted International Residential Code.
- \_\_\_\_\_ 3. You must have final inspections from the State Division of Building Safety Electrical and Plumbing Inspectors prior to receiving a Certificate of Occupancy.
- \_\_\_\_\_ 4. When applicable, you must have a final inspection and approval of the septic system from Eastern Idaho Public Health prior to receiving a Certificate of Occupancy.
- \_\_\_\_\_ 5. There shall be provisions made for a port-a-potty or access to sanitation facilities on all job sites. (This is strictly enforced.)
- \_\_\_\_\_ 6. Final approved addresses must be posted in accordance with Teton County requirements. These requirements can be Found in Title 13 (Address Ordinance) of the Teton County Code.

### **INSTRUCTIONS FOR OWNER APPLICATION CHECKLIST**

In an effort to inform owners, design professionals, and builders of the minimum requirements the plans examiner is looking for, we have created the owner application checklist. We require that all of the items on the checklist be addressed during the plan review stage. The checklist must be filled out and submitted with your building permit application. Plans found to be insufficient for architectural, life safety, or structural reasons will be refused. If refused, the applicant will be responsible for picking up one set of their prints from the building department, making all required corrections, and returning two corrected sets for review by the Building Official. When completing the checklist, note that several of the items have the option of either detail or notes. For example, flashing under the building envelope section can be addressed on a general note page with the following statement: flashing shall be provided at all required locations, including but not limited to, windows, doors, masonry intersecting with framing, above projecting trim, where roofs or decks intersect with walls, etc. Other items will require some research on behalf of the applicant, such as structures located in areas subject to ground water due to seasonal spring run-off or irrigation. While we can often let the applicant know that high water is present on a site we cannot always make the determination that it is not. Assurance that these issues have been addressed shall be the responsibility of the applicant.

Complete each of the following with: Y, N, or NA

**Format:**

- \_\_\_\_\_ Plan size should not exceed 24"x 36"; printed in ink or other acceptable means. A PDF file of the plans for new homes, including structural, mechanical, and electrical if possible, is also appreciated.
- \_\_\_\_\_ Plans should scan-able, min. 1/8" lettering; min. 1/4" scale, or other commonly accepted scale, good contrast.
- \_\_\_\_\_ Plans shall be to scale; scale is indicated for each drawing; pages are numbered.
- \_\_\_\_\_ All pages shall bear owners name, designers name, date of drawings, sheet number and description.
- \_\_\_\_\_ Site plan, 24"x 36" or at a commonly accepted engineering scale. (11" x 17", 8 1/2" x 14", and 8 1/2" x 11" are acceptable)

### **Special Conditions:**

- \_\_\_\_\_ Proposed structures within 330 ft. of highways 31, 32, 33, and Ski Hill Road must submit a separate permit application for building in the Scenic Corridor. The approval of the County Planning & Zoning Commission shall be attached to this application when submitting.
- \_\_\_\_\_ Structures located within the FEMA, Special Flood Hazard Area shall show compliance with the Flood Resistant Construction requirements of the IRC.
- \_\_\_\_\_ All structures proposed in a Special Flood Hazard Area shall be required to provide the following:
  1. Preconstruction Elevation Certificate,
  2. Construction Elevation Certificate
  3. Final Elevation Certificate.These shall be prepared and certified by a Surveyor or Engineer licensed by the State of Idaho. All Elevation Certificates shall be stamped and signed.
- \_\_\_\_\_ Plans for structures located in areas subject to seasonal high ground water from spring run-off or irrigation must be drawn by a licensed design professional and shall include details protecting the structure, and all insulation, electrical, plumbing, and mechanical systems from damage due to moisture and/or mold.

### **Architectural Drawings (when prepared by a licensed architect, must be stamped and signed.):**

- \_\_\_\_\_ Cover sheet showing applicable codes as adopted by Teton County, owner information, contact information, legal description and address, snow loads, wind load, and seismic design category.
- \_\_\_\_\_ All site plans are required to show all property lines, set backs, septic location, wells and/or sewer and water connections. Show any wet lands, Special Flood Hazard Areas, north indicator, easements, ditches, streams, rivers etc.
- \_\_\_\_\_ Dimensioned floor plans for each floor including details for stairs, handrails, and guards are required. All doors show size and direction of swing.
- \_\_\_\_\_ Provide the size of and location of crawlspace and attic access. Note: access is required within 20 ft. of any mechanical equipment located in crawl spaces or attics.
- \_\_\_\_\_ Indicate fire separation for garage walls, ceilings and their supporting elements common to the dwelling unit.
- \_\_\_\_\_ Provide exterior elevations (all sides) of the building indicating existing and final grades.
- \_\_\_\_\_ Interior cross sections showing ceiling height and headroom at landings and stairs with rise and run called out on the plans.
- \_\_\_\_\_ Window details shall show head and sill height and a schedule showing call-out sizes and indicating units that are egress units or tempered glass. Egress units shall also be indicated on floor plans.
- \_\_\_\_\_ Provide details of egress window wells shall include size and depth when required. Wells deeper than 44" shall show window swing and ladder.

### **Building Envelope:**

- \_\_\_\_\_ Indicate the depth of foundations from finished grade to bottom of footing. All basements and crawlspaces must be damp proofed or water proofed against infiltration with an approved moisture barrier on the exterior of the walls enclosing interior spaces or floors. Provide detailed drawings of any footing drain system in the case of sub-water or surface water issues. Show final grade slopes away from foundations. (No exceptions)
- \_\_\_\_\_ It is recommended that a radon system be installed below living spaces. Plans must indicate the type and show locations of vent(s) through the roof.
- \_\_\_\_\_ Provide wall section(s) showing exterior finish, weather barriers, structural sheathing, building envelope insulation, vapor barrier and interior finished surfaces.
- \_\_\_\_\_ Indicate R-values for roof, walls, floors, crawlspaces, basement walls, and concrete slabs. Indicate U-factors for windows.
- \_\_\_\_\_ Flashing details and/or notes shall be provided for all required locations including, but not limited to, windows, doors, where masonry intersects with framing, above projecting trim, where exterior walls intersect with roofs or decks.

### **Exterior & Interior Stone and Masonry Veneer: (Engineering may be required)**

- \_\_\_\_\_ Indicate size, type, and location of rock or stone veneer.
- \_\_\_\_\_ Show attachment, support from below and supporting walls in accordance with the requirements and limitations of 2012 IRC Section R703.7, 2012 IRC Section R1001, IBC section 1405, and IBC Section 2111 for seismic zone D.

### **Wood Burning Masonry Fireplace: (Engineering required unless otherwise approved by the Building Official)**

- \_\_\_\_\_ Show compliance for clearance from combustibles and required fire blocking.
- \_\_\_\_\_ Indicate all directional changes in chimney walls and/or flue lining.
- \_\_\_\_\_ Indicate compliance for chimney termination and spark arrestors.

*continued...*

- \_\_\_\_\_ Indicate size, thickness, extension, and material type for mantles, hearths and supporting elements.
- \_\_\_\_\_ Provide dimensions of the fireplace opening.
- \_\_\_\_\_ If the fireplace is located on an exterior wall, provide a detail of the chimney attachment to floors and roofs more than 6 feet above grade.
- \_\_\_\_\_ Provide dimensions and location of lintel, throat, damper, smoke chamber and flue.
- \_\_\_\_\_ Provide combustion air size, material, and location within the firebox. Indicate the termination at the building exterior.
- \_\_\_\_\_ When used as a structural element of the building, show attachments and reinforcement of beams, etc.

**Gas Fireplace:**

- \_\_\_\_\_ Provide manufacturer and model of all vented gas fireplaces and fireplace heaters. Installation shall be in accordance with the manufacture’s installation instructions. (A copy of these instructions shall be onsite for reference, if needed, by the inspector)
- \_\_\_\_\_ Provide size and location of the exterior combustion air openings.
- \_\_\_\_\_ Direct-vent fireplaces and heaters are recommended for sleeping rooms. (Un-vented heaters are not allowed for comfort heat in occupied spaces)

**Mechanical:**

- \_\_\_\_\_ Show location and Btu rating of all gas appliances including, but not limited to, boilers, furnaces, ranges and cook tops, vented fireplaces and heaters, and water heaters.
- \_\_\_\_\_ Show gas line piping with sizing, individual appliance demands and total demand.
- \_\_\_\_\_ Required drain pans and combustion air shall be shown on plans.
- \_\_\_\_\_ Indicate access to, and required clearances for, all mechanical equipment.
- \_\_\_\_\_ Provide details and/or notes for proper vent termination of all appliances.
- \_\_\_\_\_ Show access and clearances for all equipment and appliances. (Including clearances above the cook top.)
- \_\_\_\_\_ Provide the location of any condensate disposal.
- \_\_\_\_\_ Provide required water heater and/or boiler combustion air openings, seismic bracing, and drain pans.
- \_\_\_\_\_ Appliances located in garages shall be protected from impact and have their source of ignition a minimum of 18” off the floor unless otherwise tested, listed and approved for floor installation.

**Electrical:**

- \_\_\_\_\_ Show location and type of exterior light to meet requirements in the Teton County Zoning Ordinance 8-4-6 and Subdivision Ordinance 9-4-1-K Outdoor Lighting
- \_\_\_\_\_ Provide the location and type of smoke detectors to be used. (All smoke detectors shall be interconnected, hard wired with battery back-up).

**Climatic and Geographic Design Criteria**

**Ground Snow Load:** An engineer, licensed in the state of Idaho, shall determine the site specific ground snow load (using the University of Idaho Normalized Ground Snow Load Map or other approved source). Ground snow loads for the majority of Teton County exceed 70 psf therefore all structures built in Teton County Idaho are required to be reviewed and stamped by an Structural Engineer licensed in the state of Idaho

**Roof Snow Load:** In lieu of an engineer’s determination, the following requirements should be used:  
 Minimum roof snow load for elevations less than 6,600 feet above sea level is 85 psf + dead load + drift  
 Minimum roof snow load for elevations of 6,600 above sea level or higher is 100 psf + dead load + drift

**Wind Speed:** 90 MPH / 3 second gusts.

**Seismic Category:** D-1

**Weathering:** Severe (per 2012 IRC figure 301.2.3). Concrete and masonry shall conform to **severe** requirements of the IRC.

**Frost Line Depth:** 32” From bottom of footing vertically to finished grade or as determined by a soils investigation.

**Termite:** None to Slight as per IRC

**Winter Design Temp:** -30 degree outdoor design temperature.

**Under-Layment Req:** Yes/ice water shield shall extend from the lowest edges of all roof surfaces to a point 24 inches inside the exterior wall line of the building

**Air Freezing Index:** 2500 per 2012 IRC Figure 403.3(2). An Estimate of the 100 year (1%) Return Period

**Mean Annual Temp:** 40f – 45f

**Table of 2012 IECC Building Envelope Requirements for Idaho  
 Prescriptive Requirements for Climate Zone 6B**

Window	Skylight	Ceiling	Wood Frame	Mass Wall	Floor	Basement Wall	Slab	Crawl Space Wall
U-Factor	U-Factor	R-Value	R-Value	R-Value	R-Value	R-Value	R-Value & Depth	R-Value
.35	.60	R-49	R-20 or 13+5h	R15 to 19	R-30	R-15 to R-19	R-10 / 4 ft.	R-10 to 13





## Residential Construction Requirements

### Snow Loads

- Minimum roof snow load for elevations **less than 6,600** above sea level is 85 lbs per square ft + dead load + drift
- Minimum roof snow load for elevations of **6,600 feet above sea level** or higher is 100 lbs per square ft + dead load + drift
- Reduced snow loads may be applied for when accompanied by a stamped and signed site specific design from a qualified engineer licensed in the state of Idaho using the University of Idaho snow load study or other approved source.

### Wind Load

- 90 MPH ( 3 second gust) per IRC (most recently adopted version)

### Seismic Design Category

- D-1 per IRC (most recently adopted version)

### Frost Depth

- Minimum 32 inches from bottom of footing to top of finished grade

### Engineering

- Plans shall be stamped by a structural engineer that is licensed in the state of Idaho
- Homes built in areas with ground snow loads exceeding 70 lbs per sq ft shall be designed in accordance with accepted engineering practice. IRC (most recently adopted version)

### Setback Requirements

- Teton County defines setbacks as: The shortest distance from a building on a lot to any property line, lot line or public road right-of-way adjacent to said lot.

District	Height*	Front Yard***	Rear Yard***	Side Yard***
R-1	30 ft	30 ft	20 ft	10 ft
R-2	30 ft	20 ft	20 ft	10 ft
A2.5	30 ft	30 ft	40 ft	30 ft
A20	30 ft	30 ft	40 ft	30 ft
C-1	45 ft	0 ft	10 ft	10 ft
C-2	45 ft	0 ft	10 ft	10 ft
C-3	45 ft	0 ft	10 ft	10 ft
M-1	45 ft	0 ft	10 ft	10 ft

Minimum setback from natural waterway	50 ft. ****
Minimum setback from Teton River	100 ft. ****
Minimum set back from irrigation canals/ditches	15 ft. ****

\*60 ft. height is allowed for agricultural use only (silos, barns, and granaries.)

\*\*\*Setbacks for a detached accessory structure 200 square feet in size or less shall be a minimum of 12 feet from any property line and/or easement.

\*\*\*\* Setbacks are measured from the side of the channel or high water mark, whichever is greater.