



Residential Building Permit Application Submittal Checklist

Teton County Idaho Building Department

150 Courthouse Drive #107, Driggs, ID, 83422

(208) 776-8171 building@tetoncountyidaho.gov

The following items are required to be submitted to the Building Department with your Building Permit Application. To submit your application, email this form and *all* materials to the department unless otherwise instructed.

- 1. Application:** Make sure you have the correct application form for your project. You must complete the entire application. If a section does not apply to your project, mark it as Not Applicable. If you are unsure or if you have questions about the form or the process, please call the Building Department to ask for assistance.
- 2. Design Standards Checklist:** Found on the Forms tab of County website, must be returned with your application.
- 3. Plans:** All plans must be stamped by a Structural Engineer licensed in the state of Idaho. Include an electronic copy with your emailed documents.
- 4. Site Plan:** Your site plan must include, at a minimum, the following: all existing and proposed structures; the driveway, well and septic system locations; and measurements from these features to each property line. See the Grading and Erosion Control (GEC) Permit application for specific site plan requirements. The same site plan must be used for the GEC, Building Permit, Septic Permit, etc. Any changes to the site plan must be resubmitted to all offices.
- 5. Proof of Ownership:** A copy of either the Warranty Deed or Quit Claim Deed that lists you as the owner is required. If an LLC or other Corporation owns your property, you must provide documentation of your authority to sign.
- 6. Letter of Authorization:** If the owner will not sign the application, he/she may sign a letter of authorization to allow a representative to sign and act for the owner. This form is available in the Building Department and on the County website.
- 7. Septic or Sewer Permit:** If you are in an area that is not served by City (Driggs or Victor) water and/or sewer services and are constructing a new dwelling, you must obtain a Septic Permit from Eastern Idaho Public Health (208-354-2220) prior to Building Permit approval. If you are remodeling an existing home, and adding a bedroom or bathroom, you must obtain Permission to Connect to an Existing System from Eastern Idaho Public Health. Alternatively, there are subdivisions and properties in the County jurisdiction that are served by either the City of Driggs or the City of Victor central sewer system. In this case, a connection agreement with the City is required prior to Building Permit approval.
- 8. Energy Analysis:** You have two options to show compliance with energy code requirements:
 - a) You can run an energy analysis by downloading a free copy of the program at www.energycodes.gov (REScheck for residential projects). Follow the directions provided and submit a copy of the results with your application OR;
 - b) You can use the form for the prescriptive method found on the third page of the permit application.
- 9. Grading and Erosion Control Permit:** You can find the application for the permit on the County website on the Forms tab in the Public Works section. You must receive approval from the County Public Works Director prior to any land disturbing activities unless explicitly exempted.
- 10. Scenic Corridor, Natural Resource Habitat Overlay, Floodplain, Wetlands or Right of Way Permit / Road & Bridge Permit.** If any of these apply to your property, you must receive a permit or approval to submit with your application.

Owner / Applicant Acknowledge: The following apply to every project. Read each statement and initial.

1. You must post the name, address, and permit clearly on the site.
2. You must provide a port-a-potty or access to sanitation facilities on all job sites
3. You must provide a dumpster on all job sites or remove construction debris and waste weekly. NO burning is allowed without a permit from the Teton County Fire District.
4. State Inspections: You must have final inspections from the State Division of Building Safety Electrical and Plumbing Inspectors prior to calling for a final inspection. 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. You must post your address in accordance with Teton County Title 13 – Address Ordinance.
6. Occupation of the new structure, in whole or in part, without the appropriate final inspections may make you subject to fines under Teton County Title 6 – Building Ordinance.