



BLAINE COUNTY BUILDING SERVICES

www.blainecounty.org

Checklist To A Complete Building Permit Application

- Per Blaine County Code, if the valuation of your project is **\$200,000.00 or more**, a **\$1,500.00 NON-REFUNDABLE PARTIAL PAYMENT OF THE PERMIT FEE WILL BE REQUIRED FOR YOUR APPLICATION TO BE ACCEPTED.**
- All building permit applications will receive zoning review and approval PRIOR to permit issuance.** To expedite your application, zoning questions should be addressed PRIOR to applying for a building permit. **Have you had a zoning pre-review done on this project?**
- Blaine County has extreme natural forces. As a result, **IDAHO LICENSED STAMPED ENGINEERED STRUCTURAL PLANS MUST BE INCLUDED TO BE CONSIDERED A COMPLETE APPLICATION.** Design criteria used for the plan must be included on your plans.
- A RADON MITIGATION SYSTEM is required per Blaine County Code for all new residential structures.**
- Depending on the complexity of your structural design, you may be required **to retain your architect or structural engineer** for certain inspection purposes, per building code.
- Demolitions and Renovations** may require notification to EPA regarding asbestos.

The Plans MUST INCLUDE:

- 2 Site Plans
- 2 full **CONSTRUCTION, not preliminary** sets
- WET stamp from an Idaho State Licensed Architect and/or Idaho State Licensed Professional or Structural Engineer on all structural pages.

HOURS OF CONSTRUCTION: 7:00 A.M. – 7:00 P.M. MONDAY - FRIDAY
8:00 A.M. – 7:00 P.M. SATURDAY
9:00 A.M. – 7:00 P.M. SUNDAY

Refer to the Building Permit application.

- Name, mailing address & phone # of owner, contractor, designer and engineer information.** **Must provide contractor's State of Idaho Registration number (sections 1- 4 on application)**
- Job Site, Legal Information, and Parcel Number.** You can get from Assessor's office **788-5535** **Zone** - R-5, A-10, A-20 etc. If you're not sure check with Zoning Department 788-5570 **(section 7 on the application)**
- Building use** i.e. single family, commercial, agricultural, shop, storage, etc.
- VALUATION**, not construction cost. Values will increase per s.f. for river rock veneers, log construction, masonry fireplaces, etc. (Fees are calculated per Blaine County Building Code using Table 1)
- Heating System Proposed.** Please check one or more as necessary.
- If a truss system will be utilized, indicate the name of manufacturer and the job number related to this project if available.
- Road access permit** - if there is not an existing access, a permit must be obtained. If property is accessed from a private road permit is not required. Reach Road and Bridge at 788-5580. Application can be obtained from Operations at 788-5543. **(section 13)**
- International Energy Conservation Code (IECC) Compliance** form must be included, filled out completely. **MECheck** computer trade off program is acceptable. See www.energycodes.gov on line **(section 14 on application)**
- Homeowner's Association, if applicable, may require additional approval for the Subject properties improvements**
- South Central Health District Approval:** Include a **copy** of septic permit with this application and **SCDH stamp on submitted plans.** Additions and alterations need approval on the space provided from SCHD **788-4335 – Matt Wildhagen**
- Fire District Approval** with Chief signature on application and stamp on submitted plans is required.
- Be SURE you sign the application.

About Your Plans

- Accurate site plan drawn to scale showing property lines, north arrow, footprint of existing and proposed structures on the property, location of platted building envelope
 - drainage plan
 - septic and well location
 - soils report maybe applicable referencing seismic design
 - High tension power transmission line clearances approved by Idaho Power - written approval may be required if there is an overhead power line on the property.
 - access for fire department - driveway location and size
 - Floodplain, wetlands, avalanche prone areas and toe of hillside slope
- Engineering structural specifications page** to include code used in design, and design factors used, i.e. snow load, wind and seismic criteria, lumber grades, etc. See back of permit application for detailed Blaine County Requirements.
 - Vertical and lateral calculations prepared by engineer* maybe requested by Building Department
 - Elevations for all sides of structure to scale
 - Floor plan of each floor, including basement, with labeled usage
 - Smoke detector locations and C.O. detector locations
 - Tempered glass locations
 - Egress windows
 - handrails, guardrails
- Foundation plan,**
 - Required to show seismic hold down placement or statement from engineer that hold downs are not required. Anchor bolts.
 - basement egress
 - waterproofing and drainage
 - retaining walls - must be engineered over 4' tall. Building Permits are required when a retaining wall reaches 4' and must indicate surcharge design on plans
- Framing plan,**
 - All connections to foundation, especially at posts or columns
 - Show hangers, headers, straps, etc.
 - Shear wall locations and nailing patterns
 - garage wall panels at opening minimum 2' 8" by code or engineering requirements
 - Fire separations and details of construction required to be better than one hour.
 - Fire blocking and draft stops required by the code
 - Chimney connections to floors, walls or roof, include details of required clearances from combustibles
 - Log tie details
 - Identify weather barriers and location
- Roof framing must include**
 - Out-rigger details
 - Overframing details
 - Truss blocking and stamped engineered truss specifications
 - Boston ridges showing shear to ridge UNO by engineer
 - Chimney connections
 - Roofing materials
- Masonry Fireplaces engineered details required
 - Show details of fireplace opening/box to meet
 - CMU Chimneys must be reinforced - show details
 - Show clearances to all combustibles
 - IF "O" clearance, must be UL listed, include model number
- Be sure to sign your application