

**CARIBOU COUNTY BUILDING DEPARTMENT  
159 SOUTH MAIN STREET ROOM 105  
SODA SPRINGS ID 83276  
(208) 547-1780**

**Directions for Completing the Building Permit Application**

1. **Property Owner** Enter the first and last name(s) of the property owners(s): the owner's phone number: and the owners current *mailing address*.
2. **Location** Enter the property's physical address where the property is located where construction is desired to take place. If a new address is required, an address application will need to be submitted to the addressing department. An address will be assigned using GPS technology.
3. **Work Description** Enter a description of the work to be completed(i.e. new home, repair/remodel existing structure, etc. Please attach a quote that includes a scope of the work.
4. **Contractor** Enter the contractor name, license number, phone number and mailing address. If no contractor enter "self"
5. **Architect or Engineer** Complete only if application is for commercial construction. Enter the architect name, phone number, and mailing address.
6. **Structure/Construction square footage** Enter the square footage **OR** dimensions of the structure or construction to be completed (i.e. repair/remodel/addition)
7. **Plot Plan** Indicate the location of the structure on the property or in relation to existing structures; and the setback(feet) from County road right-of-ways, easements and property lines. (Plot plan is not intended to be to scale.)
8. **Contractor Registration Number** The contractor is required by State Law to be registered with the State of Idaho. If you are not using a contractor, mark one of the blanks that apply, on the exemption sheet and sign and date the same.
9. **Demolition Application** Indicate if any demolition will be done during this construction and, if required in accordance with 40 CFR Sec. 61.145, attach the applicable EPA form. (Contact EPA, Region 10 Boise ID.)
10. **Wetlands Determination** Indicate if the property is considered a wetland and, if required, attach the applicable Army Corp of Engineers permit (Contact Army Corp of Engineers, Idaho Falls ID.)
11. **Applicant Signature:** The property owner or authorized agent must sign and date the application upon completion, the application will be reviewed/ approved/ or disapproved by the Building Department. The permit, if approved, will be issued by the Building Department and made available at the Clerk's Office, room 202 of the Courthouse. **Allow three to seven(3-7) working days for your application to be processed. A site inspection will be performed before the permit is issued. Other inspections will not be scheduled until the permit has been issued and the fee paid. All inspections requests must be phoned in 24 hours in advance.** It is not the intention of the Building Department to delay construction; however, our records must be complete before a Building Permit will be issued. Thank you for your assistance.

**Electrical, Plumbing/Mechanical and Septic Permits are issued by the State of Idaho**  
**Plumbing/Mechanical Inspector, Kyle Andrew.....221-9412**  
**Electrical Inspector, Lamont Gibson.....425-3927**  
**Sixth District Health Department, Jesse Anglesey.....547-4375**