



Caribou County Building Checklist

You're wanting to build something new on your property, remodel or expand. Here is the checklist of the process from start to finish!

Step 1) Building Permit - Building permits can be found online at

https://www.cariboucounty.us/departments/building_department.php or picked up at the Building Department office 159 S Main St Rm #105, Soda Springs, Id 83276. Select the permit for the type of project you're doing (residential construction, agricultural building, remodel, etc.). Complete the application in its entirety and make sure you have all the required documentation (site drawings, blue prints, etc.) An incomplete application will delay the time it takes to review and approve it. Submit your building permit to the Planning & Building Department at 159 S Main St Rm #105, Soda Springs, Id 83276 or e-mail jashley@co.caribou.id.us.

Once the building permit is turned in a **Zone Certification** is done on the property, this has a fee of \$25. This will determine if your proposed project meets all of the Zoning requirements in order to proceed. Once this is completed, and if a septic is required for the project, a copy of the completed Zone Certificate is forwarded to the SE Idaho Health Department so you can proceed with procuring a septic permit. The Zone Certificate will also provide you with a complete site overview including zoning, setbacks, known easements, what uses are allowed and minimum lot requirements. For any questions please contact JoAnna Ashley, Planning and Zoning Administrator at 208-547-1780 ext. 25 or jashley@co.caribou.id.us

Step 2) Septic Permit - A septic permit is required, if you do not have one currently for the proposed building you can apply for your septic permit through the Southeast Idaho Health Department, located at 55 E 1st S, Soda Springs, ID 83276; 208-547-4375

Step 3) Address - An address is required, if you do not have one currently for the proposed building you can apply for one by contacting Jacob Farnes at the Court House, 159 S Main St Rm #105, Soda Springs, Id 83276; 208-221-5761.

Step 4) Building Permit Approval – Once the septic permit and addressing permit are submitted to the building department the Building Inspector will review your permit and notify you when it has been approved and what the fee will be. This may take up to 10 days. Fees are determined by a State-wide adopted fee schedule. **The zone certification, addressing (if applicable) and building permit fee must be paid before work begins.**

Step 6) Inspections - When your building permit is approved you are required to have inspections for the following phases of the process. You **cannot** move onto the next phase until you have been approved to do so by the Building Inspector. Failure to have these inspections will cause a "Stop Work Order" to be issued and may require you to re-do some of the work at your cost. To schedule an inspection call Blake Poulsen at 208-221-4898.

- 1) **Setbacks** - Stake out the structure footprint at the site location **before** excavation begins.
- 2) **Footings** - When the rebar and molds have been placed and **before** concrete is poured.
- 3) **Foundation** – When the rebar and molds have been placed and **before** concrete is poured.
- 4) **Rough-In** – After the framing, plumbing and electrical* has been installed and **before** insulation is placed.
- 5) **Insulation** – When the insulation is installed and **before** sheet rock work begins.
- 6) **Sheet Rock** – When all sheet rock is placed and fully installed and **before** any mud is placed on the screws.
- 7) **Final Inspection** for Occupancy Permit.

*The State of Idaho requires permits for all plumbing, electrical and HVAC work. You can file for the permits for these portions of the work online at <https://web.dbs.idaho.gov/eTRAKiT3/>