



CARIBOU COUNTY BUILDING DEPARTMENT

**BUILDING PERMIT APPLICATION**

159 South Main Street Room 105  
Soda Springs Idaho 83276

Office (208)547-1780 Cell (208)221-4898

Permit # \_\_\_\_\_

The following documents and/or plans must be attached before this application will be considered complete and the review/approval process can begin.

**WORK DESCRIPTION:** \_\_\_New \_\_\_Addition \_\_\_Remodel \_\_\_Attached Garage \_\_\_Detached Garage

Please submit the following and check to indicate it is attached. Boxes that are gray are not required for that construction type:

Type of Construction	Check next to what type	Well Permit	Septic permit	Deed	Engineered Drawings	Construction Plans	New address
New residence					If applicable		If applicable
Commercial							
Addition							
Accessory							
Garage							
Remodel							

**Purpose/use:** \_\_\_\_\_

<b>Property Owner Name:</b>
<b>Address</b>
<b>Phone</b>

<b>Contractor</b>	
<b>Address</b>	
<b>Phone</b>	
<b>State Registration No.</b>	<b>State License No.</b>

**Project Physical Address:** \_\_\_\_\_


**Legal description of property:** \_\_\_\_\_

CONSTRUCTION SQUARE FOOTAGE		FOR OFFICIAL USE ONLY
Main floor	Sq. Ft.	Value: \$
Second floor/Bonus room	Sq. Ft.	Value: \$
Unfinished basement	Sq. Ft.	Value: \$
Finished basement	Sq. Ft.	Value: \$
Garage	Sq. Ft.	Value: \$
Decks	Sq. Ft.	Value: \$
Other	Sq. Ft.	Value: \$
<b>Total Valuation: \$</b>		
		Permit fee: \$
		Address fee: \$
		Zoning Certificate: \$
		<b>Total Fees Due:\$</b>

### PLOT PLAN

Please show distances or approx. distances to property lines on 3 sides of project site and distance to the center of the roadway. Show location of project in relationship to other structures/landmarks. You may also print a Google Earth Aerial image of your property and indicate on the image the above requirements.

Agricultural buildings for hay, potato and grain storage are required to be set back 100 feet from the edge of the road right of way.

<b>PLOT PLAN</b>	
	

**Setbacks are determined by which zone the property is in as well as the type of building and intended use. Setbacks are measured from the edge of the Right-of-way.**

For the **Agricultural Zone** Setbacks see County Zoning Ordinance Chapter 3 Section 18

For the **Low Density Residential Zone** Setbacks see County Zoning Ordinance Chapter 4 Section 26

For the **High Density Residential Zone** Setbacks see County Zoning Ordinance Chapter 5 Section 32.7

For the **Commercial Zone** Setbacks see County Zoning Ordinance Chapter 6 Section 26

For the **Light Industrial & Wholesale Zone** Setbacks see County Zoning Ordinance Chapter 7 Section 43

For the **Industrial Zone** Setbacks see County Zoning Ordinance Chapter 8 Section 51

**DEMOLITION APPLICATION:**

Is this an alteration or addition that will require some demolition? Yes \_\_\_\_ No \_\_\_\_

If yes, a completed EPA Asbestos Demolition form must be present with application.

**WETLANDS DETERMINATION:**

Is this property considered a "wetlands"? Yes \_\_\_\_ No \_\_\_\_

If yes, an Army Corp of Engineers permit must be presented with application.

**APPLICANTS CERTIFICATION/SIGNATURE**

In making this application for a building permit, I am aware of the zoning of the area in which I am constructing and I am aware of the adjoining property zoning and I am aware of the sights, odors, noise or other problems normally associated with the zoned use and agree these uses may continue.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. I have received a copy of the applicant checklist and agree to the outlined requirements. Further I agree to adhere to the inspections required. The granting of the permit does not presume to give authority to violate or cancel the provisions of any State of Idaho law or local law regulating construction or the performance of construction. I also hereby authorize access to the property and/or structures for the purpose of inspections and verification of information provided herein.

Applicant Signed \_\_\_\_\_ Date: \_\_\_\_\_

Approving Signature: \_\_\_\_\_

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**Office Use:**

Zoning Certificate Completed Date: \_\_\_\_\_

Date Received: \_\_\_\_\_ Date Approved: \_\_\_\_\_



CARIBOU COUNTY BUILDING DEPARTMENT  
**EXEMPTION FROM IDAHO STATE CONTRACTOR REGISTRATION PAGE**

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**PLEASE READ CAREFULLY**

**This page only applies if a Contractor Registration number is not present on the first page of the application.** If a Contractor Registration number is not present, this page must be filled out, signed and submitted with application.

As of January 1, 2006 the Caribou County Building Department can no longer sell permits without having a Contractor Registration Number or this form stating your exemption from said registration. Please return a Contractor Registration Number or fill out this form showing your exemption and return it with your building permit application. This is a summarization of Idaho Code Title 54 Chapter 5205, for full definitions of these exemptions please see the Idaho State website at <https://legislature.idaho.gov/statutesrules/idstat/title54/t54ch52/sect54-5205/>

**Please select from the list below the item that states your reason for exemption:**

- Currently Idaho State licensed pursuant to Title 54 Idaho Code, chapters:
  - 3 Architects
  - 10 Electrical Contractors/Journeyman
  - 12 Engineers/Surveyors
  - 19 Public Works Contractors(exempt from fee only, registration required
  - 50 Installation of heating, ventilation and air conditioning systems
  
- Employee or volunteer of a licensed contractor or part of an educational curriculum or nonprofit charitable activity with no wages or salary.
- Employee or volunteer of US Government agency( State, City or County or other municipality.)
- Public utility doing construction, maintenance or development to its own business.
- Involved with gas, oil or mineral operations
- Supplier doing no installation or fabricating
- Contracting a project or projects with a total cost of less than \$2000
  - Operation of a farm or ranch or construction of agriculture buildings exempt by Idaho Code.
- Any type of water district operations.
- Owner who performs work on own property or contracts with a registered contractor to do work as long as the property is not for resale within 12 months.
- Owner or lessee of commercial property performing maintenance, repair, alteration or construction on that property
- Real estate licensee/property manager acting with Idaho Code.
- Engaging in the logging industry.
- Renter working on property where they live with the property owners approval.
- Construction of a modular building(as defined by Idaho Code) to be moved out of state.
- Registration number applied for but not yet been issued or assigned (include copy of application).

**APPLICANT CERTIFICATION/SIGNATURE**

I hereby certify that the above information is true and correct to the best of my knowledge and I understand that exemption from Idaho State Contractor registration is **not** an exemption from the permitting requirements of Caribou County.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please print name \_\_\_\_\_



CARIBOU COUNTY BUILDING DEPARTMENT  
**APPLICANT PAGE CHECK LIST (please retain)**

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**THE FOLLOWING INFORMATION MUST BE SUBMITTED BEFORE A BUILDING PERMIT IS APPROVED AND ISSUED.**

- 1) Plans and specifications of the building. Plans for dwellings must be a minimum of 18 x 24 inches and contain the following:
  - a. Design Criteria-frost depth-36 inches from bottom of footing
  - b. Truss design and other snow load information-60 pound roof snow load
  - c. Seismic support location required for D1 seismic zone
  - d. Building elevations
  - e. Basement plan-including footing width and depth
  - f. Engineering if required or applicable
  - g. First floor plan
  - h. Second floor plan
  - i. Typical wall and roof section
  - j. Typical stair section
- 2) Copy of septic system permit issued by Southeastern District Health Department
- 3) Copy of warranty deed to property and history of property splits if applicable
- 4) Physical address and address application if applicable

You are required to call and schedule inspections for the following phases of the project. Failure to do so may cause your permit to be revoked and a Stop Word Order be issued. You cannot move onto the next phase until you have been approved to do so by the Building Inspector. 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.

**You may need to contact the following**

State Electrical Inspector: Todd Wilding 208-251-3556  
State HVAC Inspector: Chris Critser 208-221-9636  
State Plumbing Inspector: Travis Wright 208-221-9412  
Southeastern District Health Department: 208-547-4375  
Caribou County Addressing and GIS: 208-547-4749