

# HOW TO GET A PERMIT



# SINGLE FAMILY DWELLINGS



## WHERE DO I GO TO GET A PERMIT?

City of American Falls Building Department & Planning and Zoning Department is where you go to start the building permit process for all property located in the incorporated areas of the City.

American Falls Building and Planning Department is open from 8:00 a.m. to 4:30 p.m. Monday through Friday, except holidays. We are located at 550 North Oregon trail.

If you have any questions call 226-2569 during business hours.

## WHAT INFORMATION IS REQUIRED?

To apply for a permit you need:

- The legal description or address of the property where the project is proposed to be located.
- A description of the work proposed. For example: "construction of a new dwelling."
- The applicants name and address.
- The builders name and business address.
- One set of plans that clearly shows all work on the building and where the building sits on the property.

These plans must include a site plan, foundation plan, floor and roof plans, elevation's and braced wall panel requirements per the I.B.C. and cross sections showing construction details.

- One 8 1/2 x 11 site plan
- The Fair market value for the completed project. The "fair market value" includes the costs of materials and labor that would typically be charged to complete a project of this type, even if you plan on doing all the work yourself. When calculating the fair market value please do not include the price of the lot. Our office will then calculate a permit fee that will be based on the value of the completed project.

## WHO WILL REVIEW MY PROJECT?

The first step in the permit process is addressing. If the property is within the City's impact area your plans will be routed to the Power County Building Administrator's office along with the permit fee made payable to Power County. The permit fee is then routed back to the City. If your property is in the City limits your plans will be addressed in our office.

The second step is zoning approval. All building permit applications will be looked at and your site plan and structural plans will be checked to insure that all zoning code issues are met.

In the final stage your project will be reviewed to make sure it meets all building codes.

The City Building Department will only issue building permits on property located in the City.

### WHAT IF...?

Once you begin work, you might decide to make changes to what was originally approved. If this should happen you would need to stop work and contact your building inspector. You might be required to submit a new set of plans with all changes. Do Not mark on your approved set of plans approved by the City. When the revisions are approved you may continue work on your project.

### WHEN CAN WORK BEGIN?

At the time of issuance you will receive an inspection card and a copy of the building permit and water and sewer permit. The inspection card must be left on the site signed by various inspectors. Work can then begin.

### HOW LONG DOES IT TAKE TO GET A PERMIT?

All plans are reviewed in the order in which they are received. It usually takes between 2 to 3 business days for our offices to complete the process. If additional information is needed to complete this project you will be notified and the process will continue when the information is received.

When the review of your project is complete you will be notified from the building department on how much all fees will be. The building permit and the water and sewer permit fees if needed need to be paid in full before construction begins.

### WHAT ABOUT INSPECTIONS?

Inspections must be made on any work done under a permit.

You must call 226-2569 to schedule an inspection. Inspections requested after 4:00 p.m. on any business day will be done the following business day. When you call to arrange for an inspection you will be asked what type of inspection you require. Please let us know of any special instructions that the inspector may need to complete your inspection. If there is a number that you can be reached at please leave that as well.

Depending on the nature of your project you may need one inspection or many. Your inspection card has a list of standard inspections, but the general rule is do not pour concrete or cover anything up before having it inspected by an inspector either building, plumbing or electrical .

When all work is completed including curb, gutter, and sidewalk the inspector will do a final inspection. When this last inspection is approved including HVAC, plumbing and electrical you will be issued a Certificate of Compliance.

The Idaho Division of Building Safety does plumbing, electrical, HVAC.  
Electrical Inspector 237-2460  
Plumbing & HVAC 238-3359

You will have to contact them for all work related to those fields.