

**COMMERCIAL BUILDING PERMIT  
JEROME COUNTY BUILDING DEPARTMENT**

300 North Lincoln, Jerome, ID 83338 RM 208  
Office Number: (208) 324-9262

\*ALL ITEMS WITH AN ASTERIC ARE REQUIRED, ALL OTHER ITEMS ARE SPECIFIC TO THE PROJECT.

PLEASE CHECK WITH STAFF TO DETERMINE ALL OTHER NECESSARY REQUIREMENTS  
www.jeromecountyid.us/158/Building-Department

**Permit #**

Staff Initials:

**NAME:** \_\_\_\_\_

**PARCEL and/or ADDRESS:** \_\_\_\_\_

**REQUIRED PAPERWORK:**

- \* \_\_\_\_\_ Building and Zoning Permit Application
- \* \_\_\_\_\_ Summary Sheet (Assessor's Office)
- \* \_\_\_\_\_ Wet Stamped Plans: (3 Sets) (4 Sets w/CITY SVCS)
- \* \_\_\_\_\_ Property Deed \_\_\_\_\_ Subdivision Plat

**AGENCY LETTERS:**

- \* \_\_\_\_\_ Health Department or City  
\_\_\_\_\_ Permit # or Letter
- \* \_\_\_\_\_ Fire Department
- \_\_\_\_\_ Highway Department
- \_\_\_\_\_ Canal Company \_\_\_\_\_
- \_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ \* **Site Plan (3 Sets)-(4 Sets w/CITY SVCS)**

- \_\_\_\_\_ Scale
- \_\_\_\_\_ North Arrow
- \_\_\_\_\_ Property Lines w/dimensions
- \_\_\_\_\_ Proposed & Existing Structures
- \_\_\_\_\_ Square Footage of Proposed Structure
- \_\_\_\_\_ Distances Between Structures
- \_\_\_\_\_ Setbacks of Buildings to Property Lines
- \_\_\_\_\_ Location of Well, Septic, Drain Field
- \_\_\_\_\_ Location of Existing/Proposed Access
- \_\_\_\_\_ Road Name at Point of Access
- \_\_\_\_\_ Location of Easements (i.e. power, water, road, access)
- \_\_\_\_\_ Parking
- \_\_\_\_\_ Canals Ditches, Irrigation
- \_\_\_\_\_ Site Drainage System  
(including drainage away from the building and any swale or retention area for on-site storage of surface water)
- \_\_\_\_\_ Wet Stamp

**Roadway** Public \_\_\_\_\_ Private \_\_\_\_\_

**Address #'s Posted:** Yes \_\_\_\_\_ No \_\_\_\_\_  
(site only not for bldg)

**Setbacks**

Front \_\_\_\_\_ Right \_\_\_\_\_ Rear \_\_\_\_\_ Left \_\_\_\_\_

**Structure Square Footage** (i.e. office space, garage, shop)

\_\_\_\_\_ sq. feet \_\_\_\_\_

\_\_\_\_\_ sq. feet \_\_\_\_\_

\_\_\_\_\_ sq. feet \_\_\_\_\_

ZONING REVIEW \_\_\_\_\_ DIVISIONS OF PROPERTY \_\_\_/\_\_\_/\_\_\_ TO INSPECTOR \_\_\_/\_\_\_/\_\_\_

**FEES PAID:**

PLAN REVIEW \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ Rcpt.# \_\_\_\_\_

BUILDING PERMIT \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ Rcpt.# \_\_\_\_\_

ADDRESS Numbers \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ Rcpt.# \_\_\_\_\_  
(site only not for bldg)

Total \$ \_\_\_\_\_ Rcpt.# \_\_\_\_\_

# JEROME COUNTY BUILDING AND ZONING PERMIT

RECEIVED BY	DATE	ZONING DISTRICT	RP	PERMIT #				
LEGAL DESCRIPTION	SECTION	TOWNSHIP	RANGE	PARCEL #	SUBDIVISION NAME	BLOCK	LOT	ACRES
JOB ADDRESS					New	<input type="checkbox"/>	Existing	<input type="checkbox"/>
					Private	<input type="checkbox"/>	Commercial	<input type="checkbox"/>
PROPERTY OWNER			MAIL ADDRESS			ZIP	PHONE	
CONTRACTOR		MAILING ADDRESS		ZIP	PHONE	REGISTRATION # EXPIRATION DATE		
CONTRACTOR'S EMAIL ADDRESS								
LICENSED ENGINEER OR ARCHITECT			EMAIL ADDRESS					
<p>A) No building or structure shall be occupied until the building official has issued a certificate of occupancy.</p> <p>B) Every permit shall become invalid if the work authorized by such permit is suspended or abandoned for a period of 180 days.</p> <p>C) It shall be the responsibility of the owner or authorized agent to provide surface drainage to an approved point of collection so as to not create a hazard for structures on adjacent properties, and to grade lots so as to drain surface water away from foundation walls minimum 6" in 10'.</p>								
PRESENT, EXISTING USE					PROPOSED USE			
NUMBER OF OFF STREET PARKING SPACES					NUMBER OF LOADING DOCK SPACES			
BUILDING HEIGHT FROM GROUND TO ROOF LINE					CONSTRUCTION TYPE			
<ul style="list-style-type: none"> <li>THIS PERMIT IS ISSUED SUBJECT TO THE REGULATIONS CONTAINED IN THE BUILDING CODE AND IT IS HEREBY AGREED THAT THE WORK TO BE DONE AS SHOWN IN THE PLANS AND SPECIFICATIONS WILL BE APPLICABLE THERETO. THE BUILDING OFFICIAL RESERVES THE RIGHT TO REVOKE ANY BUILDING PERMIT THAT IS ISSUED IN ERROR OR ON THE BASIS OF INCORRECT INFORMATION.</li> <li>EXPIRATION AS PER THE 2015 IBC A105.5 WORK MUST COMMENCE WITHIN 180 DAYS AND MAY NOT BE SUSPENDED OR ABANDONED FOR MORE THAN 180 DAYS WITHOUT WRITTEN REQUEST OF APPLICANT AND WRITTEN APPROVAL OF THE BUILDING OFFICIAL.</li> <li>IN MAKING THIS APPLICATION, THE APPLICANT REPRESENTS THAT ALL STATEMENTS ARE A TRUE DESCRIPTION OF THE PROPOSED USES AND / OR BUILDINGS AND THAT ALL PROVISIONS OF THE LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT.</li> <li>SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL AND PLUMBING FROM THE IDAHO DEPT. OF LABOR AND INDUSTRIAL SERVICES. MECHANICAL PERMITS ARE AVAILABLE AT THE JEROME COUNTY BUILDING DEPT.</li> </ul>								
<p style="color: red; font-weight: bold; margin: 0;">24 HOUR NOTICE REQUIRED FOR INSPECTIONS</p> <p style="color: red; margin: 0;">(208)324-9115      SITING, FOOTINGS, FOUNDATIONS, MECHANICAL, FRAMING, INSULATION, SHEETROCK, FINAL (800) 839-9239      ELECTRICAL (STATE OF IDAHO) (800) 839-9239      PLUMBING (STATE OF IDAHO)</p>					<p>_____ SIGNATURE</p> <p>_____ PLEASE PRINT YOUR NAME</p> <p><input type="checkbox"/> OWNER      <input type="checkbox"/> CONTRACTOR/AGENT</p>			
<b>DEPARTMENT USE ONLY</b>								
ZONING AT SITE: _____ COMPLIANCE: _____ FLOOD ZONE: _____ SET BACK COMPLIANCE: _____								
OTHER PERMITS REQUIRED: _____ DATE: _____ BY: _____								
APPROVAL				DENIAL				
OCCUPANCY			TOTAL SQUARE FEET			# OF DU'S		
FIRST FLOOR: _____		SECOND FLOOR: _____		BASEMENT: _____		GARAGE/STORAGE: _____		
HEALTH DISTRICT SEPTIC PERMIT # _____				CITY SEWER AND WATER PERMIT # _____				
<p>_____</p> <p>BUILDING DEPARTMENT APPROVAL</p> <p><u>THIS BUILDING PERMIT DOES NOT BECOME VALID UNTIL SIGNED BY THE BUILDING OFFICIAL AND FEES ARE PAID</u></p>								

# **Jerome County requires a Building Permit before ANY construction can begin.**

Double Fees may be levied whenever construction has begun prior to obtaining a building permit.

**For mechanical applications and all other information, please visit our website,**

**<http://www.jeromecountyid.us/158/Building-Department>**

Prior to obtaining a building permit, you should determine whether your project meets appropriate zoning requirements and whether there are any floodplains or other engineering restrictions.

All Building Permits require a Zoning Permit (Application included) to be reviewed and approved by the Zoning Administrator. Zoning must be approved before your application will move to the Building Department for review.

## **Zoning Requirements:**

1. Structures under 120 square feet may require a Zoning Permit, but not a Building Permit unless the structure is attached to an existing building, then a Building Permit will be required.
2. One story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area is not greater than 120 square feet do not require a building permit.
3. Any building structure over 120 square feet will require a building permit.
4. Agricultural buildings will require a Zoning Permit and an AG Siting Permit only.

## **Current Adopted Codes**

- 2015 International Building Code, (IBC)
- 2012 International Energy Conservation Code (IECC)
- 2012 International Mechanical Code (IMC)
- 2012 International Fuel Gas Code (IFGC)
- 2015 International Existing Building Code (IEBC)
- 2015 International Fire Code (IFC)

## **Design Criteria**

Wind Speed: 115 mph

Wind Exposure: C

Ground Snow Load: 30 PSF

Seismic Design Category: C

Presumed Soil Bearing Pressure: 1500 PSF without soils investigation

Frost Depth: 24 inches

Elevation: 4048 feet above sea level

Climate Zone: 5B

A105.5 **EXPIRATION:** Every permit issued shall become invalid unless the work authorized by such permit is commenced within **180 days** after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of **180 days** after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

## Commercial Permit Application Requirements

---

All plans for commercial projects must be prepared and wet stamped by an Idaho Registered architect or engineer.

All plans submitted shall comply with the currently adopted International Building Code, International Fire Code, International Energy Conservation Code, as well as the Americans with Disabilities Act.

1. Building permit application completed.
2. Property deed / Document to show title and legal description.
3. Real Property Summary sheet (assessor's office)
4. City sewer and water permit copies, when applicable. 208-324-8189
5. Septic permit when applicable. (Health Department 208-324-8838)
6. Fire Department letter.
7. Highway Department Permit, if accessing the property from the main road.
8. **THREE COMPLETE SETS OF PLANS: (Four sets if connecting to City sewer & water)**
  - Scale ¼" = 1'0"
  - Minimum paper size 18"x 24"
  - Code analysis attached to the plans.
  - Special Inspection(s) if required. (Indicate type of inspections and list the name of the agency to perform such inspections.)
  - Site plan
  - Parking
  - Lighting
  - Floor plan
  - Foundation plan.
  - Building elevations.
  - Typical building section or wall section, showing construction system.
  - Floor and roof framing plan.
  - Construction detail for all firewalls including penetrations.
  - Complete door, window, hardware, and finish schedule.
  - Electric plan showing emergency lighting and exit signs.
  - Plumbing plan showing fixtures.
  - Mechanical plan with computations and specifications prepared and designed by a registered professional.
  - Energy Code compliance work sheets. (Envelope, Lighting, and Mechanical)
  - Type and location of fire extinguishers and fire protection system.
  - MSDS Sheets: 3 copies of the Material Data Safety Sheets, including clearly indicated quantities and locations of chemicals and/or hazardous materials.
  - Metal Building Drawings and Calculations: Metal building drawings and structural engineering calculations will be required for all pre-fabricated metal buildings, including concrete footing details. Calculations must be stamped and signed by an Idaho Registered Engineer or Architect.
  - Modular Buildings: Structural engineering calculations will be required for the foundation design for all modular buildings. Calculations must be stamped and signed by an Idaho Registered Engineer or Architect. Modular buildings are required to have Idaho Division of Safety approval.

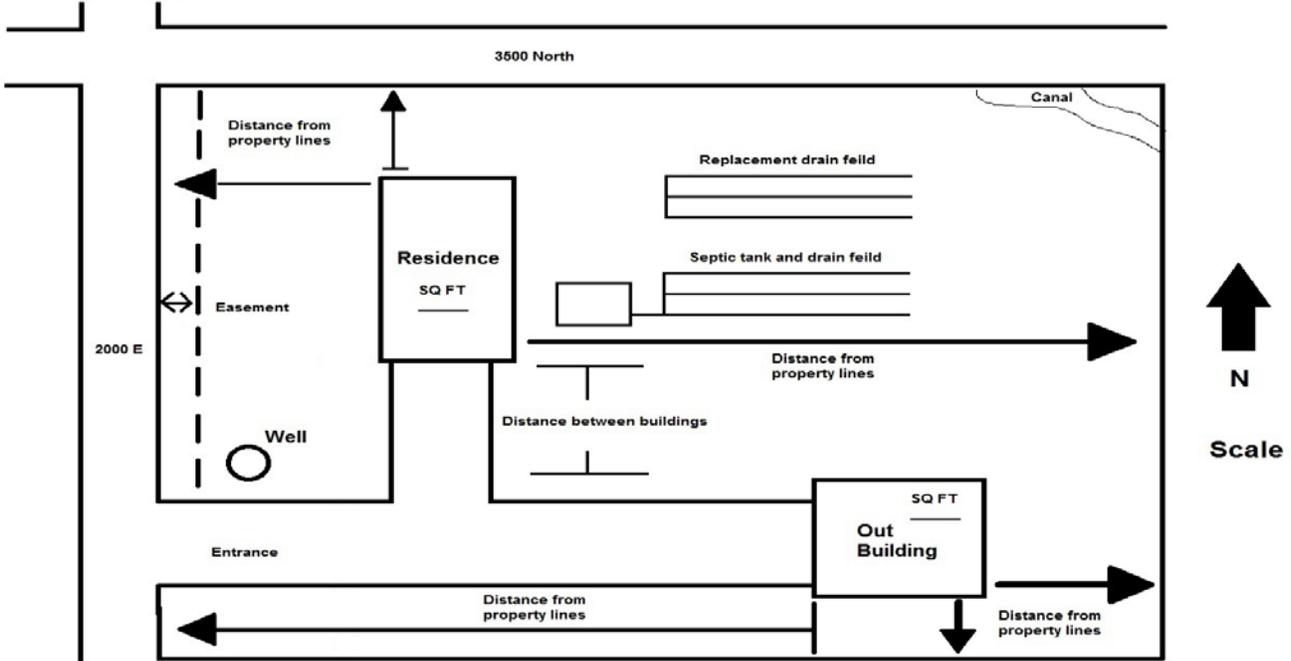




# SITE PLAN

The site plan should be drawn to an acceptable scale, showing the exact dimensions and the shape of the lot to be built upon and must include:

- \_\_\_ Scale
- \_\_\_ North Arrow
- \_\_\_ Property Lines w/dimensions
- \_\_\_ Proposed & Existing Structures
- \_\_\_ Square Footage of Proposed Structure
- \_\_\_ Distances Between Structures
- \_\_\_ Setbacks of Buildings to Property Lines
- \_\_\_ Location of Well, Septic, Drain Field
- \_\_\_ Location of Existing/Proposed Access
- \_\_\_ Road Name at Point of Access
- \_\_\_ Location of Easements (i.e. power, water, road, access)
- \_\_\_ Canals Ditches, Irrigation
- \_\_\_ Parking
- \_\_\_ Site Drainage System  
 (Including drainage away from the building and any swale or retention area for on-site storage of surface water)



# Agency Numbers

COMPANY	NAME	PHONE NUMBER	ADDRESS	CITY
A&B CANAL	DON TEMPLE	(208) 436-3152	P.O. BOX 675	RUPERT
AMERICAN FALLS #2 RESERVOIR	LYNN HARMON	(208) 886-2331	409 N APPLE ST	SHOSHONE
BIGWOOD CANAL CO.		(208) 886-2331	409 N APPLE ST	SHOSHONE
BLM		(208) 732-7200	400 W F	SHOSHONE
DIGLINE		(800) 342-1585	50 S COLE RD.	BOISE
EDEN, CITY		(208) 731-0329	P.O. BOX 376	EDEN
FIRST SEGREGATION/EDEN FIRE DEPT.	DONALD UTT	(208) 825-5776	235 E WILSON AVE	EDEN
FIRST SEGREGATION CITY FIRE	DONALD UTT	(208) 825-5725	235 E WILSON AVE	EDEN
HAZELTON CITY HALL		(208) 829-5415	P.O BOX 145	HAZELTON
IDAHO DEPT OF WATER RESOURCES		(208) 736-3033	650 ADDISON AVE W STE 500	TWIN FALLS
IDAHO POWER		(208) 736-3236	133 FAIRFIELD ST N	TWIN FALLS
ITD DIV OF HIGHWAYS		(208) 886-7800	216 SOUTH DATE	SHOSHONE
INTERMOUNTAIN GAS		(208) 737-6300	451 ALAN DR.	JEROME
JEROME, CITY		(208) 324-8189	152 EAST AVE A	JEROME
JEROME COUNTY AIRPORT		(208) 324-9980	472 HIGHWAY 25	JEROME
JEROME COUNTY BUILDING DEPT		(208) 324-9262	300 N LINCOLN RM 208	JEROME
JEROME COUNTY P&Z/ CODE ENFORCMENT		(208) 324-9116	300 N LINCOLN RM 208	JEROME
JEROME HIGHWAY DISTRICT	BUD RASMUSSAN	(208) 324-4601	30 N 100 W	JEROME
JEROME RURAL FIRE DEPT	JOE ROBINETTE	(208) 420-8382	143 EAST AVE A	JEROME
	LARRY ROBBINS	(208) 539-3078	143 EAST AVE A	JEROME
JEROME SEWER & WATER	ROY PRESCOTT	(208) 280-2163	110 N 800 E	JEROME
MILNER IRRIGATION		(208) 432-5560	5294 E 3610 N	MURTAUGH
NORTH SIDE CANAL CO.	ALAN HANSTEN	(208) 324-2319	921 N LINCOLN	JEROME
SIRCOMM		(208) 324-1911	911 EAST AVE H	JEROME
SOUTH CENTRAL PUBLIC HEALTH		(208) 324-8838	951 EAST AVE H	JEROME
		Public Records Email	phd5.idaho.gov	
	TWIN FALLS OFFICE	(208) 737-5900	1020 WASHINGTON ST N	TWIN FALLS
WEST END FIRE DEPARTMENT	RANDY SUTTON	(208) 438-4511	P.O BOX 94	PAUL