

# COMMERCIAL BUILDING PERMIT

## JEROME COUNTY BUILDING DEPARTMENT

\*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

<b>Permit #</b>  Staff Initials:
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**NAME:** \_\_\_\_\_

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

**REQUIRED PAPERWORK:**

- \* \_\_\_\_\_ Building and Zoning Permit Application
- \* \_\_\_\_\_ Summary Sheet (Assessor's Office)
- \* \_\_\_\_\_ Plans: (3 Sets)
- \* \_\_\_\_\_ Property Deed \_\_\_\_\_ Subdivision Plat

**AGENCY LETTERS:**

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

- \_\_\_\_\_ **\*Site Plan (3 Sets)**
- \_\_\_\_\_ 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)

**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 _____/_____/_____
<b>FEES PAID:</b>		
PLAN REVIEW _____/_____/_____	\$ _____	\$ _____ Rcpt.# _____
BUILDING PERMIT _____/_____/_____	\$ _____	\$ _____ Rcpt.# _____
ADDRESS Numbers _____/_____/_____	\$ _____	\$ _____ Rcpt.# _____
<small>(site only not for bldg)</small>		
Total \$ _____		Rcpt.# _____

# JEROME COUNTY BUILDING AND ZONING PERMIT

RECEIVED BY	Date	ZONING DISTRICT	RP	PERMIT #
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LEGAL DESCRIPTION	SECTION	TOWNSHIP	RANGE	PARCEL #	SUBDIVISION NAME	BLOCK	LOT	ACRES
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JOB ADDRESS	New <input type="checkbox"/>	Existing <input type="checkbox"/>	
	Private <input type="checkbox"/>	Commercial <input type="checkbox"/>	

PROPERTY OWNER	MAIL ADDRESS	ZIP	PHONE
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CONTRACTOR	MAILING ADDRESS	ZIP	PHONE	REGISTRATION # EXPIRATION DATE
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CONTRACTOR'S EMAIL ADDRESS				
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LICENSED ENGINEER OR ARCHITECT	MAIL ADDRESS	ZIP	PHONE
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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

- A) It shall be the duty of the permit holder or their agent to notify the building official that such work is ready for inspection and to comply with the current building codes.
- B) No building or structure shall be occupied until the building official has issued a certificate of occupancy.
- C) Every permit shall become invalid if the work authorized by such permit is suspended or abandoned for a period of 180 days.
- D) 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'.

- 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.
- EXPIRATION AS PER THE 2012 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.
- 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.
- 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.

24 HOUR NOTICE REQUIRED FOR INSPECTIONS

(208)324-9262      SITING, FOOTINGS, FOUNDATIONS,  
MECHANICAL, FRAMING, INSULATION,  
SHEETROCK, FINAL

(800) 839-9293      ELECTRICAL (STATE OF IDAHO)  
(208) 886-2516      PLUMBING (STATE OF IDAHO)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PLEASE PRINT YOUR NAME

OWNER       CONTRACTOR/AGENT

## DEPARTMENT USE ONLY

ZONING AT SITE: \_\_\_\_\_ COMPLIANCE: \_\_\_\_\_ FLOOD ZONE: \_\_\_\_\_ SET BACK COMPLIANCE: \_\_\_\_\_

OTHER PERMITS REQUIRED: \_\_\_\_\_ P&Z HEARING: \_\_\_\_\_

DATE: \_\_\_\_\_ BY: \_\_\_\_\_ APPROVAL      DENIAL

OCCUPANCY	TOTAL SQUARE FEET	# of DU's
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FIRST FLOOR \_\_\_\_\_ SECOND FLOOR \_\_\_\_\_ BASEMENT \_\_\_\_\_ GARAGE / STORAGE \_\_\_\_\_

Health District Septic Permit # \_\_\_\_\_ City Sewer and Water Permit # \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF BUILDING OFFICIAL

THIS BUILDING PERMIT DOES NOT BECOME VALID UNTIL SIGNED BY THE BUILDING OFFICIAL AND FEES ARE PAID

**Jerome County Building Department**  
**Commercial Permit Application Requirements**

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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, if the project is over 150 feet from the main road. An access road to Jerome County Fire Department requirements shall be installed prior to construction.
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: 2 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.

# **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.

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. All buildings in Jerome County require a Zoning Permit
2. Structures under 120 square feet will 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.
3. 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.
4. Any building structure over 120 square feet will require a building permit.
5. Agricultural buildings will require a Zoning Permit and an AG Siting Permit only.

## **Current Adopted Codes**

- 2012 International Building Code, (IBC) Parts I-VI and IX including appendices A & B with amendments F & G.
- 2012 International Energy Conservation Code (IECC)
- 2012 International Mechanical Code (IMC)
- 2012 International Fuel Gas Code (IFGC)
- 2012 International Existing Building Code (IEBC)

## **Design Criteria**

Wind Speed:	115 mph 3 second gust velocity
Wind Exposure:	C
Ground Snow Load:	30 PSF
Roof Snow Load:	20 PSF
Live 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.



# Jerome County Building Department

300 North Lincoln, Room 307 Jerome, ID 83338

Phone: 208-324-9262 Fax: 208-324-9263

## MECHANICAL PERMIT

<b>MECHANICAL</b>
Permit # _____
Staff: _____
Date: _____

Building Permit Number: \_\_\_\_\_ Parcel #: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Project Address: \_\_\_\_\_

HVAC Contractor: \_\_\_\_\_ License #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contractor Mailing Address: \_\_\_\_\_

Contractor's E-mail Address: \_\_\_\_\_

## RESIDENTIAL

<p>NEW: Single Family Dwelling, including all buildings with HVAC being constructed on each property. Provide Manual S &amp; J for all <b>NEW HOMES ONLY</b> to: <a href="mailto:rkirsch@co.jerome.id.us">rkirsch@co.jerome.id.us</a></p> <p><b>Based on living space only</b></p> <p><input type="checkbox"/> \$130-Up to 1,500 sq. ft</p> <p><input type="checkbox"/> \$195-1,501 to 2,500 sq. ft</p> <p><input type="checkbox"/> \$260-2,501 to 3,500 sq. ft</p> <p><input type="checkbox"/> \$325-3,501 to 4,500 sq. ft</p> <p><input type="checkbox"/> Over 4,500 sq. ft <b>\$325 plus \$65</b> for each additional 1,000 sq. ft or portion thereof</p>	\$ _____
<p><b>Other Residential Installation:</b> Includes but is not limited to Remodel/Additions/Retro-Fits HVAC installations for: Existing Residence, Modular, Manufactured or Mobile Homes, Detached Shops, Gas Pressure Test including Gas Appliance Installation, Solid Fuel and Fuel Oil Appliances, Hydronic Piping, Exhaust Fans, Room Addition Duct Extensions and all other Requested Inspections</p>	\$ <u>65.00</u>
<p>NEW: Multi-Family Dwelling (<i>contractors only</i>)</p> <p><input type="checkbox"/> \$260.00-Duplex Apartment</p> <p><input type="checkbox"/> Three or more multi-family units: \$130 per building plus \$65 per unit (<math>\\$130 \times \# \text{ of buildings}</math>) + (<math>\\$65 \times \# \text{ of units}</math>)</p>	\$ _____

## COMMERCIAL/INDUSTRIAL

<p>All Commercial/Industrial require dated and signed total job cost valuation including all materials and labor for accurate fee evaluation.</p> <p><b>Total Cost of HVAC system (Job Value Amount):</b> \$ _____</p> <p><input type="checkbox"/> Up to \$10,000: (total cost of system x 0.02) + 60 = \$</p> <p><input type="checkbox"/> Between \$10,001 - \$100, 000: (total cost of system — 10,000) x 0.01) + \$260 = \$</p> <p><input type="checkbox"/> Over \$100,001: (total cost of system — 100,000) x 0.005) + \$1,160 = \$</p>	\$ _____
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APPLICANT'S SIGNATURE \_\_\_\_\_

**TOTAL FEE DUE \$** \_\_\_\_\_

DATE: \_\_\_\_\_

Please make checks payable to Jerome County

A & B Canal 414 11th St. Rupert PO Box 675, Rupert 83350	208-436-3152	Idaho Transportation Department Div. of Highways 216 South Date Shoshone, ID 83352	208-886-7800
American Falls #2 Reservoir 409 N Apple St, Shoshone 83352	208-886-2331	Div of Aeronautics, State of Idaho Box 7129, Boise 83707-1129	208-334-8775 800-426-4587
Big Wood Canal Co 409 N Apple St, Shoshone 83352	208-886-2331	Idaho Dept. of Water Resources IDWR 650 Addison Ave. W, Ste 500 Twin Falls 83301	208-736-3033 FAX: 208-736-3037
Bureau of Land Management, 400 W F, Shoshone 83352	208-732-7200	Idaho Fish and Game 324 South 417 East Jerome 83338	208-324-4359
		Idaho Power Peggy Rudd 133 Fairfield St. N, Twin Falls 83301	208-736-3236 208-736-3210
DEQ Department of Environmental Quality 650 Addison Ave. W Ste 110 Twin Falls 83301	208-736-2190	Intermountain Gas 451 Alan Dr. Jerome, ID 83338	208-737-6300
Digline 50 S Cole Road, Boise 83709	800-342-1585	Jerome, City of 152 East Ave A, Jerome 83338	208-324-8189
Eden, City of Maria Collins Box 376, Eden 83325	208-825-5776	Jerome County Airport 472 Highway 25, Jerome 83338	208-324-9980
First Segregation Eden, Hazelton/East Side Donald Utt 235 E Wilson Ave, Eden 83325	208-825-5776	Jerome County Building Dept. Inspections & Permits 300 N. Lincoln Room 307 Jerome 83338	208-324-9262 FAX: 208-324-9263
First Segregation City Fire 235 E Wilson Ave, Eden 83325	208-825-5725	Jerome County Planning & Zoning 300 N Lincoln Room 307, Jerome 83338	208-324-9116 FAX: 208-324-9263
Hazelton City Hall, JoAnn Wolf, 246 Main St. P.O. Box 145, Hazelton 83335 Eugene Brown	208-829-5415 208-829-4033 (public works)	Jerome County Zoning Compliance Shawn Denham	208-644-2790
Hillsdale Highway Dept. Keith Mills. P O BOX 265, Hazelton 83335	208-829-5449	Jerome Highway District 30 N 100 W, Jerome 83338	208-324-4601 FAX: 208-324-6891
Idaho Dept. of Agriculture, Beef Operation Bryan Bartholomew	208-736-3075 208-539-1351	Jerome Historical Society	208-733-2336
ID Dept. of AG Dairy Bureau Mike Wiggs 2270 Old Penitentiary Rd Niki Holder Boise, ID 83712 Brooke Leguineche BOX 790 Boise, ID 83702 Tracy Williams Lynne Godfrey Kari Brown	208-731-0578 208-369-8600 208-358-0081 208-731-2859 208-731-0496 208-731-3493	State Historical Preservation Office 210 Main St, Boise, ID 83702	208-334-3861
University of Idaho Dairy Waste Management Specialist Mireille Chahine 315 Falls Ave/PO Box 1827 Twin Falls 83303	208-736-3600	Jerome Rural Fire Dept. 143 East Ave A, Jerome 83338 Joe Robinette, Chief Larry Robbins, Assistant Chief	208-324-7468 208-420-8382 208-539-3078
Idaho Dept. of Agriculture, Odor Complaints	208-332-8550 866-433-0497	Jerome School District 125 4th Ave W, Jerome 83338	208-324-2392
Idaho Dept. of Lands 324 S. 417 E Jerome, 83338 Meri Beth Lomkin	208-324-2561	Jerome Sewer and Water District Roy Prescott 110 N 800 E Jerome, 83338	208-280-2163
		Milner Irrigation District 5294 E 3610 N, Murtaugh 83344	208-432-5560
		North Side Canal Co 921 N Lincoln, Jerome 83338	208-324-2319
		Postmaster Eden Hazelton Jerome Paul	208-825-5089 208-829-5451 208-324-5381 208-438-2222

**ELECTRICAL & PLUMBING APPLICATIONS, INSPECTIONS & PERMITS**

State Electrical and Plumbing Inspection Service  
800-955-3044

**MECHANICAL PERMITS AND INSPECTIONS**

Jerome County Building Department  
208-324-9262

Sircomm John Moore 911 East Ave H Jerome 83338	208-324-1911	Times News PO Box 548 Twin Falls ID 83303 Ruby Aufderheide	208-733-0931  208-735-3324
South Central Public Health Dept 951 East Ave H (septic) - Bill Beck Jerome 83338  Twin Falls Office Daycare Licensing	208-324-8838 ext- 2616 FAX: 208-324-9554  208-734-5900 211 or 800-926-2588	Valley High School 882 Valley Rd S Hazelton, ID 83335	208-829-5353
Southern Idaho Solid Waste District 1178 HWY 25 Jerome, ID 83338	208-825-4150	West End Fire Department: Randy Sutton Box 94, Paul, ID 83347	208-438-4511 FAX: 208-438-2551