MEMORANDUM

TO: Building Permit Applicants

FROM: Butte County Commissioners.

SUBJECT: **REQUIREMENTS FOR SUBMITTING PLANS FOR SINGLE AND MULTIPLE-FAMILY DWELLING UNITS, ADDITIONS, AND GARAGES**

This memorandum is a statement of our office policy on submitting plans for approval to obtain a building permit.

In order to efficiently expedite the plan review process, it is imperative that the plans submitted for approval be complete.

A **LIST OF REQUIREMENTS** is attached to assist you in presenting a complete submission for review.

All plans submitted to this office for review will be required to be **complete.** Submissions not meeting this requirement may be returned.

NOTE: Attached drawings are to serve as examples of basic construction details. They are not intended to serve as substitutes for required submitted drawings, nor do they encompass all the I.B.C. Code requirements. Drawings are to be based on the project being submitted for approval. **The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or the performance of construction. It is the responsibility of the builder to be aware of the code requirements.**

Thank you,

Butte County Commissioners

Butte County

Building Permit Information

All building specifications are in accordance with the 2018 IRC or IBC.

A building permit must be obtained from the Building Department at 159 N Idaho #105, Arco, Idaho

Investigation Fees are charged where work is started before obtaining a building permit.

Information needed with your application:

1. **2 copies of your submittal documents are required as per section 106.** One will be submitted with your application to the building department. The other must be available at the job site at all times.
2. **Plans must include a plot plan showing the location of the proposed building on the site.**
3. A copy of a valid sewer permit
4. The appropriate fee according to the Butte County Permit Fee schedule
5. Any other item that the building department deems appropriate
6. All submittals require an estimated cost of construction, bid construction cost, and final amended as-built construction cost.

When you submit your application, make sure that you have the correct property description, that your lot size is appropriate for the zone that you are building in, and that you are not in a flood zone.

Upon approval, your permit will be issued in 3 to 4 business days.

If any of these items are incorrect, it could delay your application!

Inspections: All specifications are in accordance with the 2018 IBC.

IMPORTANT NOTE: It is the responsibility of the permit holder or his agent to notify the building inspector 48 hours in advance of any inspections required.

The permit holder or his agent must notify the building department when work is ready for inspection. In addition to special inspections, which may be necessary, the following inspections are required:

1. FOOTING INSPECTIONS: Trenches are excavated to the proper depth, and rebar is in place in the footings, and dowels are set.
2. FOUNDATION: Forms are in place, rebar is in position, both horizontal and vertical, and any block-outs are in place. Cold joints must be dowelled.
3. FRAMING INSPECTION: To be made after the roof, all framing, fire blocking, and bracing are in place, and all pipes, chimneys, and vents are complete, and rough electrical, plumbing, and heating wires, pipes, and ducts are approved.
4. ENERGY INSPECTION Must meet energy code as stated in the 2018 IBC, International Energy Conservation Code.
5. SHEETROCK; After sheetrock is installed, **BEFORE** taping.
6. FINAL INSPECTION: To be made after the finish grade and building are completed and ready for occupancy. There will be no occupancy until the Butte County Building Inspector makes the final inspection. Other inspections and a survey of the lot may also be required by the public building official to verify compliance of the structure with approved plans and zoning ordinances.

Certificate of Occupancy

The code requires that a certificate of occupancy be posted in a conspicuous location in the building. This posting makes it possible for personnel of the building department as well as other agencies to determine whether or not the building is being use in compliance with the code.

If you have questions or need to schedule an inspection: Call 208 317-7065,

For inspections, call 48 hours in advance
Building Inspector; Craig Wornek
Planning and Zoning Clerk; Jody Harrington 208-527-4516

Butte County Residential

Building Permit Application

Contractor_____

Address_____

Phone#_____

Owner_____

Address_____

Phone #_____

Legal Description _____

Platted Subdivision_____

Block_____Lot_____

Section _____ Township _____

Range _____ Tax Parcel #RP _____

Zone _____

Single-Family _____Multi-Family _____

Addition _____ Garage _____ Other_____

Square Footage's: Bsmt _____ Main_____

Second _____ Garage _____Other _____

Number of Bedrooms: _____

Type of Heat:

Nat. Gas_____ Oil _____ Propane _____ Elect. _____

Sewer Permit#_____

Construction Cost_____

Anticipated Start Date_____

List of Requirements for Submitting Plans to Obtain a Building Permit on Single and Multiple-Family Dwelling Units, Additions and Detached Garages, and any other Structures

1 A plot plan must accompany all plans, indicating all property lines, setbacks, easements, legal description, North designation, name of owner, and showing all structures and dimensions.

2. Footing or Basement plans consisting of:
   a. Fully dimensioned plan.
   b. Footings showing dimensions and locations, and steel requirements.
   c. Exterior walls showing location and size of all door and window openings, with window well depth.
   d. Interior walls showing location of all bearing walls, beams, beam sizes, and width of any openings, doors, etc.
   e. Room designation, bedrooms, bath, etc., and if the basement is finished.

3. Main and Second floor plans consisting of:
   a. Fully dimensioned plan.
   b. Exterior walls showing the location and size of all window and door openings.
   c. Interior walls showing location of bearing wall, beams, beam sizes, and width of any openings, doors, etc.
   d. Room designations, kitchen, bedroom (s), bath (s), living room, etc.

4. Roof Trusses by approved manufacturer and full layout detail supplied (**No Homemade trusses allowed**).

5. a. All four elevations, front, rear, and sides, showing orientation, N.S.E.W.
   b. Extent of foundation walls and footings, including retaining walls.

6. Building cross-section (s) consisting of:
   a. Footing to roof, showing roofing material, (Note: all cedar shingles and shakes must be number 1), all vertical dimensions, finished floor, to ceiling, footing depth, insulation R-value of exterior walls, types of wall covering, drywall, brick, stucco, siding, etc…

b. Stair sections, including railing height, riser height, tread width, headroom height, any railing (s), height, and spacing of spindles.

7. Complete door and window schedules, make, type, size, distance from floor, U-value, and any special glazing (i.e., tempered).

8. Driveway and drainage swale design, and storm drainage runoff design, if required.

9. Layout of heating supply and return ductwork, sizing and location, including combustion air and exhaust air.
10. Return this sheet completed along with all other required documents.

Date received: _____

By: _____

Valuation Worksheet

No Building Permit is required (but electrical and plumbing permits may be) for:

1. Re-roofing
2. Storage sheds less than 200 sq. ft.
3. Signs (as permitted by ordinance)
4. As determined by the building official
5. As determined by the Butte County Commissioners

EXCEPTIONS

1. Fence Permit Fee (fences over 6 ft.) $ 7
2. Portable Sign $12

VALUATION

Valuation used to determine the Building Permit fee shall be based on the contractor's certified price for construction, or as follows:

Residential

Living space _____ X $50.00 sq. ft. (wood) $56.00 sq. ft (masonry) =_____
Garage space ……_____ X $18.00 sq. ft. (wood) $21.00 sq. ft (masonry) =_____
Unfinished space _____ X $11.00 sq. ft. =_____
Air Conditioning add $2.50 per sq. ft. =_____
Fireplace add $1,500 = =_____

Total Valuation_____

Basic Fee _____
Basic Fee x $ amount _____x additional $1,000= _____
Other Inspection Fees= _____
Exceptions= _____
Plan Check Fee for Commercial Only= _____

TOTAL FEE = _____

OTHER INSPECTIONS AND FEES

1. Inspections outside of normal business hours
   ALL INSPECTIONS AFTER 5:00 P.M.

2. Re-inspection fees assessed under provisions of Section 108 $47 hr.

3. Inspections for which no fee is specifically indicated (minimum charge one-half hour) $47 hr.

4. Additional plan review required by changes, additions, or revisions to approved plans (minimum charge one-half hour) $47 hr.

5. Plan Review Fee in the amount of 35% of the Building Fee will be charged for all projects.

6. Plan Review Fee in the amount of 65% of the Building Fee will be charged for commercial projects.

7. An Extension Fee in the amount of 30% of the Building Permit fee will be charged if an extension is granted.

Contacts

Building Inspector: Contacted [ ]

Craig Wornek
Phone: 208-317-7065
E-mail: DCW@atcnet.net

Notes:

Electrical Inspector: Contacted [ ]

Mark Tunks
Phone: 208-220-4580
Inspection Request 800-839-9239

Notes:

Plumbing Inspector: Contacted [ ]

Robert Crispin
Phone: 208-768-7948

Notes:

Health Department Contact

178 Sunset Dr.
Arco, ID 83213
Phone: 208-527-3463

Notes

County Building Department: Contacted [ ]

Jody Harrington
P.O. Box 413, Arco, ID 83213
Phone: 208-527-4516
E-mail: jharrington@buttecountyid.us

Notes: