



TETON COUNTY PLANNING and BUILDING DEPARTMENT

RESIDENTIAL BUILDING PERMIT APPLICATION

This application form is for detached one and two family dwellings and associated accessory buildings only. Commercial or multi-family dwelling units require a different form. Each structure on your property requires a separate permit. Building permits expire three years from the date of issuance. Permits may be renewed with an extension application and payment of appropriate extension fees.

Please type or print in ink

OWNER: _____

Phone (____) _____

Mailing Address _____

City _____ State _____ ZIP _____

APPLICANT (Contact Person): _____ Phone (____) _____

If applicant is other than owner, a notarized Teton County Letter of Authorization **must** accompany this application. Only the owner or his/her authorized agent may sign the application, correction list, or permit.

Mailing Address _____

City _____ State _____ ZIP _____

CONTRACTOR: _____ Phone (____) _____

Mailing Address _____

City _____ State _____ ZIP _____

State of Idaho Contractor's Registration Number: _____

Insurance Carrier _____ Phone (____) _____

MECHANICAL CONTRACTOR: _____ Phone (____) _____

State of Idaho HVAC Contractor License Number _____

SITE LOCATION:

Street Address _____ City _____

LEGAL DESCRIPTION: A copy of the Warranty Deed must accompany this application.

Section _____ Township _____ Range _____ Parcel _____

Subdivision _____ Lot _____ Block _____

PROPOSED USE: Please describe the nature of the project. (i.e. new single family dwelling with attached garage, detached garage, guest house, barn, shed, addition to a single family dwelling, etc.)

Idaho Department of Transportation
206 North Yellowstone Hwy. Rigby, Id.
(208)-745-7781

Teton County Road and Bridge
224 North Main Driggs, Id
(208) 354-2932

Reviewed by: (Print Name and Sign)

Fire Marshal

Signature

Date _____

Acres or:

____ Square Feet.

Dwellings

Outbuildings _____

Building Site

Driveway _____ %

Is the site at 6,600 feet above sea level or higher? Yes _____ No _____ (see snow load requirements)

Is the site at 6,600 feet above sea level or higher? Yes _____ No _____ (see snow load requirements)

Is this structure in the Scenic Corridor? Yes_____ No _____

If yes, then you will be required to apply for a Scenic Corridor Permit. This application shall be submitted and approved by The Planning and Zoning Commission prior to receiving a Building Permit.

Is the structure located in a Special Flood Hazard Zone? Yes _____ No _____

If yes, then a separate Flood Plain application must be submitted with this building application. A Pre-construction Elevation Certificate, a Construction Elevation Certificate and a Finish Elevation Certificate, certified and stamped by an engineer licensed in the State of Idaho, are required.

Does the property contain wetlands as designated by the Teton County Wetland Overlay or any other recognized designation?

Yes_____ No _____

Are there wetlands located on or adjacent to the site of the proposed structure or access road way? Yes _____ No _____

If yes, you must contact the Army Corp of Engineers for the required permits and submit them with this application.

Are there any bridges proposed for the site? Yes _____ No _____

If yes, contact the Teton County Road and Bridge Department for the required permits and submit them with this application. All bridges shall be engineered to support the imposed load of the largest fire apparatus which may be used on it, and shall be designed to AASHTO Standard Specification for Highway Bridges.

Indicate the distances of proposed structures from property lines, road easement lines, rivers, creeks, streams, wetlands and ditches. Clearly show any of these features on your site plan, and submit with this application for review by the Planning Department.

Front _____ ft. Rear _____ ft. Left Side _____ ft. Right Side _____ ft. Roads _____ ft.

Rivers	ft. (Teton)	Creeks/Streams	ft.	Ditches	ft.	Wetlands	ft.
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Height of the structure is defined as: A measurement from natural grade at a point within 5 ft of the building vertically to the highest point of the roof (ridge), excluding chimneys, plumbing vents, HVAC venting etc.

30 ft. is the maximum allowed height in Teton County unless a variance is approved by the Planning & Zoning Commission.

GROSS SQUARE FOOTAGE TABULATION:

Habitable space is defined as conditioned living space. Garages, barns, and other miscellaneous out buildings, attic spaces, and crawl spaces are not included as habitable floor area. Heated storage areas, studios, exercise rooms, and/or offices are included as habitable floor area. Gross floor area is measured from exterior wall surface.

	Existing	Proposed (New)
Habitable above grade main floor:	_____ sq. ft.	_____ sq. ft.
Habitable above grade 2 nd floor:	_____ sq. ft.	_____ sq. ft.
Habitable above grade 3 rd floor:	_____ sq. ft.	_____ sq. ft.
Habitable below grade (basement):	_____ sq. ft.	_____ sq. ft.
Non-habitable below grade (basement):	_____ sq. ft.	_____ sq. ft.
Garage/ Barn w/ Foundation:	_____ sq. ft.	_____ sq. ft.
Attached _____ Detached _____		
Pole barns, sheds, carports, covered decks:	_____ sq. ft.	_____ sq. ft.

NUMBER OF BEDROOMS AND BATHROOMS:

	Existing	Proposed (New)
Number of bedrooms:	_____	_____
Number of bathrooms:	_____	_____
Number of kitchens:	_____	_____

(Adding bedrooms may require larger septic systems.)

HVAC SYSTEM(S): (Place a check by each type being installed.)

_____ Forced air electric	Number of furnaces	_____
_____ Forced air gas	Number of furnaces	_____
_____ Water heater gas	Number of Water heaters	_____
_____ Gas in-floor heat	Number of Boilers	_____
_____ Electric in floor heat	Number of Boilers	_____
_____ Other	List _____	

Official use only:
Total HVAC units to be installed.

FIREPLACE(S): (Place a check by each type being installed.)

_____ Gas fireplace (s) factory built	Number to be installed	_____
_____ Solid fuel fire place(s) factory built	Number to be installed	_____
_____ Solid fuel masonry fire place(s)	Number to be installed	_____

Official use only:
Total number of factory built fireplaces

ESTIMATED COST OF CONSTRUCTION: \$ _____ (Round to nearest dollar amount.)

(This figure should be actual cost of construction not including property, this will be reported to the Census Bureau. The Building Department will calculate their own valuation for the building permit fee)

APPLICANTS SIGNATURE & CERTIFICATION AND AUTHORIZATION:

Under penalty of perjury, I hereby certify that I have read this application and state that the information herein is correct and I swear that any information which may be hereafter given by me in a hearing before the Planning Commission of Teton County or the Board Of County Commissioners of Teton County shall be truthful and correct. I agree to comply with all County regulations and State Laws relating to the subject matters of this application and hereby authorize representative of this County to enter upon the above-mentioned property for inspection purposes. In signing this application, I acknowledge that the County's acceptance of this application and permit fees does not constitute approval of the permit. I agree not to commence any work for which this application is being made prior to approval of this application by the appropriate County Agencies and payment of any fees due.

X
Signature of Applicant (s) _____

_____ Date

_____ Print Name (s)

_____ Title

Instructions for the owner application checklist

In an effort to inform owners, design professionals, and builders of the minimum requirements the plans examiner is looking for, we have created the owner application checklist. We require that all of the items on the checklist be addressed during the plan review stage. Doing so will surely help minimize unexpected costs to the owners, builders, and design professionals. The checklist must be filled out before submitting your building permit application. Plans found to be insufficient for architectural, life safety, or structural reasons will be refused. If refused, the applicant will be responsible for picking up one set of their prints from the building department, making all required corrections, and returning two corrected sets for review by the Building Official. When completing the checklist, note that several of the items have the option of either detail or notes. For example, flashing under the building envelope section can be addressed on a general note page with the following statement: flashing shall be provided at all required locations, including but not limited to, windows, doors, masonry intersecting with framing, above projecting trim, where roofs or decks intersect with walls, etc. Other items will require some research on behalf of the applicant, such as structures located in areas subject to ground water due to seasonal spring run-off or irrigation. While we can often let the applicant know that high water is present on a site we cannot always make the determination that it is not. Assurance that these issues have been addressed shall be the responsibility of the applicant.

SUBMITTAL REQUIREMENTS FOR BUILDING PERMIT APPLICATIONS

Make sure you have all of the following with you when applying.

- _____ **1. Application:** Make sure you have the proper application type, i.e. residential or commercial. All applicable portions of the permit shall be filled in. If you are unsure about the applicability of a question, please call ahead or come in to ask for assistance.
- _____ **2. Owner Application Check List:** Every item on this checklist must be filled out with Y, N, or NA or your application may be denied.
- _____ **3. Plans:** Residential building permit applications require 2 sets of plans be submitted for review. Ground snow loads for the majority of Teton County exceed 70 psf therefore all structures built in Teton County, Idaho are required to be reviewed and stamped by an architect or an Engineer licensed in the state of Idaho unless otherwise approved by the Building Official (IRC 301.2.3).
- _____ **4. Proof of Ownership:** A copy of either the Warranty Deed or Quit Claim Deed must be submitted with this application.
- _____ **5. Letter of Authorization:** If the owner will not sign the application, you may submit a letter of authorization with the application to allow a representative to sign/ act for the owner. This letter must be notarized. A template is available on the County website or in the Building Department.
- _____ **6. Septic or Sewer Permit:** Individual septic permits can be obtained from Eastern Idaho Public Health Department (208-354-2220). If you are connecting to a central sewer system you will need to submit a copy of the receipt of payment for connection fees to either the Driggs or Victor sewer system.
- _____ **7. Energy Analysis:** It is highly recommended that an energy analysis be run on all habitable structures. You can download a free copy of the program at www.energycodes.gov (**Rescheck** for residential or **Comcheck** for commercial). Follow the directions provided and submit a copy of the results with your application **OR** you can use the form for the prescriptive method provided with this application.
- _____ **8. Setback Compliance:** Refer to Title 8 Teton County Zoning Ordinance for setback requirements or refer to the recorded Plat if the property is within a subdivision.
- _____ **9. Height Compliance:** Maximum allowed height for any structure in Teton County is 30' unless a variance is approved by the Planning & Zoning Commission.
- _____ **10. Wetlands:** If the property is in a wetland overlay area, you will need to contact the Army Corp of Engineers and wetland delineation will be required.
- _____ **11. Floodplain:** Provide all necessary elevation certificates and Floodplain specific information with this building permit application.
- _____ **12. Scenic Corridor:** Requires approval of a Scenic Corridor permit from the Planning & Zoning Commission.
- _____ **13. Access Permit(s):** Provide a copy of all approved access permits from the State of Idaho or Teton County Road and Bridge Dept.
- _____ **14. Fire District Approval:** Provide a letter of approval from the Fire Marshal or signature of approval on this application.
- _____ **15. Planning & Zoning Approval:** Provide a complete site plan for review and approval by the Planning Administrator.
- _____ **16. Impact Fees:** Complete the appropriate impact fee application and attach to this application for review.

Owner / Applicant Acknowledge: (Read each of the following and initial acknowledgment.)

- _____ **1.** Name, address, and permit must be clearly posted on the project.
- _____ **2.** Certificate of Occupancy may be denied if the home is occupied prior to a final inspection. Teton County inspectors will not enter an occupied home without special arrangements or approval of the Building Official.
- _____ **3.** You must have final inspections from the State Division of Building Safety Electrical and Plumbing Inspectors prior to receiving a Certificate of Occupancy.
- _____ **4.** There shall be provisions made for a port-a-potty or access to rest facilities on all job sites. (This is strictly enforced.)
- _____ **5.** Final approved addresses must be posted in accordance with Teton County requirements. These requirements can be found in Title 13 (Address Ordinance) of the Teton County Code.

Residential Building Plans-Owner Application Checklist

This checklist must be completed by the owner or the owners' authorized agent and included with plan submittal.

This checklist will provide the Building Department with as much information as possible about construction plans. This form is also intended to aid communication between the owner and his or her agent. This checklist will help you to provide the plans examiner with the appropriate information to conduct a thorough and accurate review and thereby decreasing delays. The more information you can provide in the plans, the less of a chance of encountering unforeseen issues later in the permitting, construction or inspection process.

Format:

- _____ Plan size should not exceed 24"x 36"; printed in ink or other acceptable means. A PDF file of the plans for new homes, including structural, mechanical, and electrical if possible, is also appreciated.
- _____ Plans should scan-able, min. 1/8" lettering; min. 1/4" scale, or other commonly accepted scale, good contrast.
- _____ Plans shall be to scale; scale is indicated for each drawing; pages are numbered.
- _____ All pages bear owners name, designers name, date of drawings, sheet number and description.
- _____ Site plan, 24"x 36" or at a commonly accepted engineering scale.

Special Conditions:

- _____ Proposed structures with-in 330 ft. of highways 31, 32, 33, and Ski Hill Road must submit a separate permit application for building in the Scenic Corridor. The approval of the County Planning & Zoning Commission shall be attached to this application when submitting.
- _____ Structures located within the FEMA, Special Flood Hazard Area shall show compliance with the Flood Resistive Construction requirements of the IRC.
- _____ All structures proposed in a Special Flood Hazard Area shall be required to provide the following:
 1. Preconstruction Elevation Certificate,
 2. Construction Elevation Certificate
 3. Final Elevation Certificate.
- _____ These shall be prepared and certified by a Surveyor or Engineer licensed by the State of Idaho. All Elevation Certificates shall be stamped and signed.
- _____ Plans for structures located in areas subject to seasonal high ground water from spring run-off or irrigation must be drawn by a licensed design professional and shall include details protecting the structure, and all insulation, electrical, plumbing, and mechanical systems from damage due to moisture and/or mold.

Architectural Drawings (when prepared by a licensed architect, must be stamped and signed.):

- _____ Cover sheet showing applicable codes as adopted by Teton County, owner information, contact information, legal description and address, snow loads, wind load, and seismic design category.
- _____ All site plans are required to show all property lines, set backs, septic location, wells and/or sewer and water connections. Show any wet lands, Special Flood Hazard Areas, north indicator, easements, ditches, streams, rivers etc.
- _____ Dimensioned floor plans for each floor including details for stairs, handrails, and guards are required. All doors show size and direction of swing.
- _____ Provide the size of and location of crawlspace and attic access. Note: access is required within 20 ft. of any mechanical equipment located in crawl spaces or attics.
- _____ Indicate fire separation for garage walls, ceilings and their supporting elements common to the dwelling unit.
- _____ Provide exterior elevations (all sides) of the building indicating existing and final grades.
- _____ Interior cross sections showing ceiling height and headroom at landings and stairs with rise and run called out on the plans.
- _____ Window details shall show head and sill height and a schedule showing call-out sizes and indicating units that are egress units or tempered glass. Egress units should also be indicated on floor plans.
- _____ Provide details of egress window wells to include size and depth when required. Wells deeper than 44" shall show window swing and ladder.

Building Envelope:

- _____ Indicate the depth of foundations from finished grade to bottom of footing. All basements and crawlspace must be damp proofed or water proofed against infiltration with an approved moisture barrier on the exterior of the walls enclosing interior spaces or floors. Provide detailed drawings of any footing drain system in the case of sub-water or surface water issues. Show final grade slopes away from foundations. (No exceptions)
- _____ It is recommended that a radon system be installed below living spaces. Plans must indicate the type and show locations of vent(s) through the roof.
- _____ Provide wall section(s) showing exterior finish, weather barriers, structural sheathing, building envelope insulation, vapor barrier and interior finished surfaces.
- _____ Indicate R-values for roof, walls, floors, crawlspaces, basement walls, and concrete slabs. Indicate U-factors for windows.
- _____ Flashing details and/or notes shall be provided for all required locations - including, but not limited to, windows, doors, masonry intersecting with framing, above projecting trim, where exterior walls are intersecting with roofs or decks.

Exterior & Interior Stone and Masonry Veneer: (Engineering may be required)

- _____ Indicate size, type, and location of rock or stone veneer.
- _____ Show attachment, support from below and supporting walls in accordance with the requirements and limitations of IRC Section R703.7, IRC Section R1001, IBC section 1405, and IBC Section 2111 for seismic zone D.

Wood Burning Masonry Fireplace: (Engineering required unless otherwise approved by the Building Official)

- _____ Show compliance for clearance from combustibles and required fire blocking.
- _____ Indicate all directional changes in chimney walls and/or flue lining.
- _____ Indicate compliance for chimney termination and spark arrestors.
- _____ Indicate size, thickness, extension, and material type for mantles, hearths and supporting elements.
- _____ Provide dimensions of the fireplace opening.
- _____ If the fireplace is located on an exterior wall, provide a detail of the chimney attachment to floors and roofs more than 6 feet above grade.
- _____ Provide dimensions and location of lintel, throat, damper, smoke chamber and flue.
- _____ Provide combustion air size, material, and location within the firebox. Indicate the termination at the building exterior.
- _____ When used as a structural element of the building, show attachments and reinforcement of beams, etc.

Gas Fireplace:

- _____ Provide manufacturer and model of all vented gas fireplaces and fireplace heaters. Installation shall be in accordance with the manufacture's installation instructions.
- _____ Provide size and location of the exterior combustion air openings.
- _____ Direct-vent fireplace and heaters are recommended for sleeping rooms. (Un-vented heaters are not allowed for comfort heat in occupied spaces)

Mechanical:

- _____ Show location and Btu rating of all gas appliances including, but not limited to, boilers, furnaces, ranges and cook tops, vented fireplaces and heaters and water heaters.
- _____ Show gas line piping with sizing, individual appliance demands and total demand.
- _____ Required drain pans and combustion air shall be shown on plans.
- _____ Indicate access to, and required clearances for, all mechanical equipment.
- _____ Provide details and/or notes for proper vent termination of all appliances.
- _____ Show access and clearances for all equipment and appliances including clearances above the cook top.
- _____ Provide the location of any condensate disposal.
- _____ Provide required water heater and/or boiler combustion air openings, seismic bracing, and drain pans.
- _____ Appliances located in garages shall be protected from impact and have their source of ignition a minimum of 18" off the floor unless otherwise tested, listed and approved for floor installation.

Electrical:

- _____ Show location and type of exterior light to meet requirements in the Teton County Zoning Ordinance 8-4-6 and Subdivision Ordinance 9-4-1-K Outdoor Lighting
- _____ Provide the location and type of smoke detectors to be used. (All smoke detectors shall be interconnected, hard wired with battery back up).

Climatic and Geographic Design Criteria

- Ground Snow Load:** An engineer, licensed in the state of Idaho, shall determine the site specific ground snow load (using the University of Idaho Normalized Ground Snow Load Map or other approved source)
- Roof Snow Load:** In lieu of an engineer's determination, the following requirements should be used:
Minimum roof snow load for elevations less than 6,600 feet above sea level is 85 psf + dead load + drift
Minimum roof snow load for elevations of 6,600 above sea level or higher is 100 psf + dead load + drift
- Wind Speed:** 90 MPH / 3 second gusts.
- Seismic Category:** D-1
- Weathering:** Severe / Concrete and masonry shall conform to severe requirements of the IRC.
- Frost Line Depth:** 32" From bottom of footing vertically to finished grade or as determined by a soils investigation.
- Termite:** None to Slight as per IRC
- Winter Design Temp:** -30 degree outdoor design temperature.
- Under-Layment Req:** Yes/ice water shield shall extend from the lowest edges of all roof surfaces to a point 24 inches inside the exterior wall line of the building
- Flood Hazards:** Teton County Idaho entered the National Flood Insurance Program in approximately 2000
- Air Freezing index:** Air freezing Index Return Periods and Associated Probabilities 100 year (1%) 2500. Per 2009 IRC Figure 403.3(2).
- Mean Annual Temp:** 40f – 45f

**Table of 2009 IECC Building Envelope Requirements for Idaho
Prescriptive Requirements for Climate Zone 6**

Window	Skylight	Ceiling	Wood Frame	Mass Wall	Floor	Basement Wall	Slab	Crawl Space Wall
U-Factor	U-Factor	R-Value	R-Value	R-Value	R-Value	R-Value	R-Value & Depth	R-Value
.35	.60	R-49	R-19 or 13+5	R15	R-30	R-10 to R-13	R-10 / 2 ft.	R-10 to 13

For more detailed information go to the current International Energy Conservation Code (IECC)

OR

Submit a complete energy analyses using REScheck Software. This program can be down loaded **FREE OF CHARGE** by going to www.energycodes.gov . Follow the directions provided. After compliance has been met, print a copy to submit with this application. The advantage to using this program is that you can do trade-offs with the different components of the program and often times save money on the building envelope requirements. *It is well worth your time to use this free program.*

**FOR OFFICIAL USE ONLY:**

ESTIMATED VALUE _____

BUILDING PERMIT FEE \$ _____ **Date** _____ **PAID BY** _____ **Check Number** _____ **Cash** _____

IMPACT FEE \$ _____ **Date** _____ **PAID BY** _____ **Check Number** _____ **Cash** _____
(Permit fees and Impact fees may be paid by separate checks)

FOUNDATION ONLY \$ _____ **Date** _____ **Check Number/Cash** _____ **REMAINING BALANCE:** \$ _____

BUILDING PERMIT NUMBER: _____ **EXPIRES ON:** _____

APPROVED BY: _____ **Date:** _____
Building Official

RESIDENTIAL ENERGY CONSERVATION CODE

All residential structures in Teton County are required to be designed and constructed for the most effective use of energy. This can be done at no charge by going to www.energycodes.gov and down loading the latest version of Res-Check. Follow the directions provided. After compliance has been met print off a copy and submit it with the building permit application.
(This is the most economical way to meet the energy code requirements)

Or

By using the prescriptive method, the following requirements shall be met:

_____ Minimum Windows	U-Factor	U- .35
_____ Minimum Skylight	U-Factor	U- .60
_____ Minimum Ceiling	R-Value	R- 49
_____ Wood Frame Wall	R-Value	R- 19 or 13+5
_____ Mass Wall R-Value [i.e. ICF, Masonry etc]		R- 15
_____ Floor	R-Value	R- 30
_____ Basement Wall	R-Value Cont.	R- 10
_____ R-Value Frame	R-Value Frame	R- 13
_____ Slab	R-Value & Depth	R- 10, 4 ft.
_____ Crawl Space Wall	R-Value Cont.	R- 10
_____ R-Value Frame	R-Value Frame	R- 13

Statement of Compliance:

The proposed building design represented in these documents is consistent with the building plans, specification, and other calculations submitted with the permit application. The proposed building has been designed to meet the requirements of the International Energy Conservation Code.

x _____

Building Designer / Applicant

Contractors Name

Date

ALL OWNER/BUILDERS SHOULD RECEIVE A COPY OF THIS AGREEMENT

Teton County, Idaho
Planning and Building Department
150 Courthouse Drive . Driggs, Idaho 83422
(208) 354-2593 fax (208) 354-8778