



# Teton County Idaho – Commercial Building Permit Application

This application is for new commercial buildings, commercial remodels and change of occupancy classification or use.

NOTICE: **CERTIFICATE OF OCCUPANCY IS REQUIRED** Before occupying your project, you must have a final inspection by the Building Department and other appropriate County and State Agencies. Following approval of these inspections, a Certificate of Occupancy will be issued. Occupation of the proposed building in whole or in part without all of the required inspections may make you subject to fines under the Teton County Building Code (Title 6) and the currently adopted International Building Code.

## Contact Information

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

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

Applicant\* (If different from legal property owner): \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

\*Only the legal owner or his/her authorized agent may sign this application, and associated documents. The owner must complete and sign the notarized authorization form found on the County website and on the last page of this packet if they wish to designate an agent for this application process and building permit.

Contractor: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Idaho Contractor's Registration Number: \_\_\_\_\_ Insurance Carrier: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

Architect: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Idaho License Number: \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street City State Zip

## Property Information

Site Location: \_\_\_\_\_  
Street City

Subdivision: \_\_\_\_\_ Lot/Block \_\_\_\_\_

Parcel Number: \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Acres \_\_\_\_\_

## Proposed Use

Describe the precise nature of the project. Indicate new construction, remodel or addition. List all use types such as retail, auto repairs, office building, restaurant etc. & the type of businesses that will occupy the proposed structure. Include any potential plans for expansion that may be considered to avoid future code issues.

\_\_\_\_\_  
\_\_\_\_\_

Number of Employees: \_\_\_\_\_ Number of Parking Spaces: \_\_\_\_\_

**Building Setbacks:** Indicate the distances of proposed structures from property lines, easements (including access, road and utility easements) and right of way lines, rivers, creeks, streams, wetlands and ditches. This information should also be clearly shown on your site plan, along with septic system, well locations, driveway(s), parking etc.

North \_\_\_\_\_ South \_\_\_\_\_ East \_\_\_\_\_ West \_\_\_\_\_ Front of Structure faces (N, S, E, W) \_\_\_\_\_

Road (edge of easement) \_\_\_\_\_ Building Height \_\_\_\_\_

**Building Composition and Use:** The following information should be shown both here and on the submitted plans. All buildings are to be designed to the requirements of the most recently adopted edition of the International Building Code (IBC).

Type of Construction: \_\_\_\_\_ Sprinklered Yes No

Primary Occupancy Group \_\_\_\_\_ Area(sf) \_\_\_\_\_ Number of Stories: \_\_\_\_\_

**For buildings with multiple occupancies, please complete the following for the additional occupancies/uses:**

Use/Occupancy \_\_\_\_\_ Actual Area \_\_\_\_\_ Occupancy Load \_\_\_\_\_

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Total Area: \_\_\_\_\_ Total Occupancy Load: \_\_\_\_\_

Note: Rooms or areas designed for the use or storage of hazardous materials shall submit a list of the materials to be used /stored and quantities to be housed in the structure.

**Additions and remodels**

Year Built \_\_\_\_\_ Existing Use/Occupancy: \_\_\_\_\_ Existing Occupancy Classification: \_\_\_\_\_

Area of Existing Building: \_\_\_\_\_ Existing Occupancy Load: \_\_\_\_\_

New Use/Occupancy \_\_\_\_\_ Area \_\_\_\_\_ Occupancy Load \_\_\_\_\_

New Use/Occupancy \_\_\_\_\_ Area \_\_\_\_\_ Occupancy Load \_\_\_\_\_

Total Area of Remodel: \_\_\_\_\_

**Estimated Cost of Construction \$** \_\_\_\_\_ (Round to nearest dollar amount.) This figure should be the actual cost of construction not including land, this will be used for reporting purposes only. Permit & Plan Review fees will be calculated based on the valuation determined by the Building Department using the Building Valuation Data published by the International Code Council

**Applicant(s) Signature:** Under penalty of perjury, I hereby certify that I have read this application and state that the information herein is correct and true to the best of my knowledge. I agree to comply with all County regulations and State Laws relating to the subject matters of this application and hereby authorize a 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/or 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 understand that additional fees will be assessed if such work is commenced. I also understand that this permit is not valid until all fees are paid in full.

\_\_\_\_\_  
Signature \* Print Name and Title Date

\_\_\_\_\_  
Signature \* Print Name and Title Date

\* If owned by a corporation, trust or similar entity, provide documentation of authority to sign.



# Teton County Idaho – Building Department Notarized Letter of Authorization

\_\_\_\_\_, whose mailing address is  
Printed Name of Owner(s)

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

As owner(s) of property more specifically described as: \_\_\_\_\_ OR  
Parcel Number \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

\_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_

**HEREBY AUTHORIZES** \_\_\_\_\_ as Agent to represent and act for the Owner in making application for and receiving and accepting on Owners behalf, any permits or other action by the Teton County Building Department, and or other County Departments relating to the modification, development, improvements, use or occupancy of land in Teton County, Idaho. Owner agrees that Owner is or shall be deemed conclusively to be fully aware of and to have authorized and/or made any and all representations or promises contained in said application of any Owner information in support thereof, and shall be deemed to be aware of and to have authorized any subsequent revisions, corrections or modifications to such materials. Owner acknowledges and agrees that Owner shall be bound and shall abide by the written terms or conditions of issuance of any such named representative, weather actually delivered to Owner or not. Owner agrees that no modification, development, improvement, occupancy or use of any structure or land involved in the application shall take place until approved by the appropriate official of Teton County, Idaho, in accordance with applicable codes and regulations. Owner agrees to pay any fines and be liable for any other penalties arising out of failure to comply with the terms of any permit or arising out of any violation of applicable laws, codes or regulations applicable to the action sought to be permitted by the application authorized herein.

Under penalty of perjury, the undersigned swears that the forgoing is true and, if signing on the behalf of a corporation, partnership, limited liability company or other entity, the undersigned swears that this authorization is given with the appropriate approval of such entity, if required.

\_\_\_\_\_  
Signature of Owner/ Managing Member

\_\_\_\_\_  
Print name \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner / Managing Member

\_\_\_\_\_  
Print Name \_\_\_\_\_ Date \_\_\_\_\_

STATE OF \_\_\_\_\_ ) \_\_\_\_\_ SS

COUNTY OF \_\_\_\_\_ )

Subscribed and sworn to before me by \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**WITNESS** my hand and official seal.

**Official Seal**

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Expiration Date