



BUILDING PERMIT APPLICATION **INSTRUCTIONS**

Incomplete applications will not be approved and will delay issuance of your permit.

REQUIRED DOCUMENTS

After filling out the application, you must upload the following documents to complete the application:

- 1) Land Survey drawing of lot prepared by an Idaho licensed engineer or land surveyor.
 - i. *No application submitted without a survey will be reviewed. A plat map of a platted subdivision is acceptable so long as the lot is identified and the document is stamped by an engineer or surveyor.*
- 2) A copy of your deed (back to 06/06/1974 for new home construction)
 - i. *No application submitted without a deed will be reviewed.*
- 3) Site plan (please submit as a pdf).
 - i. Show location and shape of site. Show location of proposed construction and existing improvements. Show location of survey pins, all buildings with dimensions, site dimensions, and actual setback dimensions. Show easements, finish contours or drainage, first floor elevation (sub-floor or concrete), street elevation and sewer service elevation (if applicable). Show location of water, sewer, gas and electrical service lines, and sprinklers/irrigation lines. Specify the use of each building and major portion thereof (home, shed, garage, etc.). Include a North indicator arrow.
- 4) Building plans (please submit as a pdf).
 - i. Building plans will be reviewed by the building inspector.
 - ii. Please see the Important Information Document for further information.
- 5) Cut Permit.
 - i. If you plan on cutting any City streets, you must first obtain, complete, and upload a cut permit with your building plans and site plan. Once uploaded, please retain the cut permit until the road is repaired and the permit is signed by the City's designated inspector.

IMPORTANT

ANYONE PROVIDING ANY SERVICES IN REGARDS TO THIS BUILDING PERMIT, EXCEPT THE PROPERTY OWNER, IS REQUIRED TO HAVE A CURRENT PRESTON CITY BUSINESS LICENSE. PLEASE SECURE THE SAME BEFORE COMMENCING ANY WORK.



- 1) All contractors must have a current Preston City Business License;
- 2) Construction cannot start until all permits are approved and fees are paid;
- 3) The City will mark sewer and water lines upon request;
- 4) The City strongly recommends that foundation height be higher than the adjoining street;
- 5) All homes, including manufactured homes, shall have a garage as part of the installation.
- 6) New construction may require other improvements to be completed, a bond posted, or a deferral agreement obtained. These requirements may include: grass sod within a swale (bond required), curb, gutter, sidewalk, or street improvements. The City Engineer shall determine what improvements will be required. The engineer will contact you if further requirements are applicable to your project.

NOTICE

Separate permits are required for electrical, plumbing, heating, ventilating or air conditioning, and sewer.

This permit becomes null and void if work or construction is not commenced within 120 days, or if construction or work is suspended or abandoned for a period of 120 days at any time after work is commenced.

By completing this application and uploading the required documents, you hereby certify that you have read and examined the information provided herein and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.