



## **IMPORTANT INFORMATION**

### **Sewer and Septic Tanks**

1. The City Engineer will have to determine if property can be serviced by the city sewer system and a letter will be issued stating the Engineer's findings.
2. A letter from the Health Department will then be required, authorizing a septic tank system or a suitable alternative method, which will be part of the building permit application. The Health Department will require the following items in order to review, prior to issuing a sewer permit:
  - a. A detailed plot plan of the lot, showing location of the home, proposed sewer location, location of all utilities, including pressure sprinkler/irrigation line, 5' contour lines, driveways and any other proposed landscape components such as ponds or outbuildings that may interfere with the installation or operation of the sewer.
  - b. Completed application.
  - c. Copy of the deed.

### **BUILDING PERMIT INFORMATION**

A building permit must be obtained from the building director before beginning construction.

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

### **Information on Plans and Specifications**

When applying for a permit, plans and specifications may be required. These plans and specifications must be drawn to scale, be of sufficient clarity to indicate the nature and extent of the work proposed and show in detail that it will be in accordance with the Building Code and all relevant laws, ordinances, rules and regulations. Plans must include a plot plan showing the location of the proposed building and of every existing building on the property. In lieu of detailed specifications, the building director may approve references on the plans to a specific section of the Building Code or other ordinances or laws. [Sec. 302(b)]

### **Plan Submittal List For Building Inspector**

1. **SITE PLAN:** Drawn to scale showing the shape of the lot and set back dimensions from all sides of the structure. Also driveway and any other structures.
2. **FOUNDATION PLAN:** Drawn to ¼" scale showing all dimensions, footing size, wall size, and all interior footings and piers. Also identifying whether it is a basement, crawl space, or slab-on-grade. Show vent and knock out locations.



3. FLOOR PLANS: Drawn to ¼" scale showing all dimensions, each room labeled, all windows and door locations and size, ceiling height, all plumbing and appliance locations, attic and crawlspace access, cabinet location, decks and patios, and bearing wall identified. The more information, the better.
4. SLICE PLAN: Drawn to scale showing dimensions and identifying footing, foundation, rebar location, final grade, plate, floor joist, floor, wall assembly, wall coverings, wall heights, insulation location and R values, trusses, roof coverings and underlayment, and roof pitch.
5. ELEVATION PLANS: Drawn to scale showing all four sides of the home. Also showing all exterior finishes, roof pitch, and window elevations.
6. ELECTRICAL PLAN: Drawn to scale showing all lighting, switches, outlets, and meter locations. Also inter-connected smoke and carbon monoxide detectors.
7. ROOF PLAN: If roof is hand built, design plans required.

### **Inspections**

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

1. FOOTING INSPECTION: Trenches are excavated to the proper depth (30" below finish grade) rebar in place in the footing, and dowels set. [Sec. 305(e)]
2. FOUNDATION: Forms in place, rebar in position both horizontal and vertical, any blockouts in place. \*\*(Note special requirements around doors and windows.) Cold joints must be doweled.
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. SHEETROCK: After sheetrock is installed, BEFORE taping. [Sec. 305(e)]
5. FINAL INSPECTION: To be made after finish grade and building is completed and ready for occupancy. No moving in until this final inspection is made and passed. [Sec. 305(e)]

Other inspections and a survey of the lot may also be required by the building director to verify compliance of the structure with approved plans and zoning ordinances. [Sec. 305(a) & (f)]



The building director will either approve that portion of the construction as completed or will notify the permit holder or his agent wherein the same fails to comply with the law. [Sec. 305(e)]

### Certificate of Occupancy

Posting: Except for Group R, Division 3 and Group M Occupancies which do not require Certificates of Occupancy, the code specifies that the certificate be posted in a conspicuous location in the building. This posting makes it possible for inspection personnel of the building department as well as other agencies to determine whether or not the building is being used in compliance with the code.

**\*\*\*Contact the Building Inspector, 221-6149, weekdays, for an inspection appointment\*\*\***

CONTACT  
POST OFFICE  
BEFORE  
INSTALLING  
MAILBOX  
208-852-0263  
Val Porter



January 16, 2018

Preston Planning and Development  
70 W Oneida  
Preston, ID 83263

Dear Sir or Madam:

A letter was issued in April 2017 on behalf of the United States Postal Service (USPS) concerning establishment of mail delivery. I would like to reiterate the information provided at that time. It is regarding establishing mail delivery to new business and/or residential developments. In light of today's changing mail mix, there are new and convenient ways to receive mail and packages that enhance customer convenience.

In April of 2012 the USPS revised regulations to clarify options for delivery and to provide the USPS greater autonomy in determining how deliveries are added to the Postal Service Network. Consistent with existing Postal Operations Manual (POM) regulations regarding growth and extensions of delivery, the USPS has determined that Delivery and Collection Box Units (NDCBUs) or simply Cluster Box Units (CBUs), will be the approved method of delivery for new developments.

The purchase and installation of these units are the responsibility of the developer, contractor, homeowners association or homeowner. CBUs are available in various styles, and the developer may customize the surroundings to compliment the local architecture. With CBUs, customers enjoy greater mail security because each unit has its own key. Convenience is increased because regular collection of outgoing mail is made. It is also the most efficient and cost effective mode of delivery for the Postal Service.

The USPS recognizes the interest builders have in controlling site plans and, just as with other public service, the USPS will work to meet the requirements of the builders and local planning administrators. The USPS will work with builders and developers to determine the best placement of CBUs for new developments prior to establishing or extending delivery service. This will include review of site plans and consideration of lot size and locations of housing relative to existing delivery infrastructure and customer travel. The USPS will take into consideration safety, reliability, cost and efficiency for our carriers and the public.

We advise developers, contractors and homeowners to contact the local postmaster in the early planning stages of community development, redesign or new home construction to ensure that all options are provided to them and that mailboxes are installed in an approved location. Meeting early will help avoid potential service problems or disruptions.

We ask that you provide a copy of this letter when issuing building permits.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Fratto".

Jeff Fratto