



BUILDING PERMIT APPLICATION **INSTRUCTIONS**

Incomplete applications will not be approved. Submission of an incomplete or incorrect application will delay issuance of your permit until such deficiency is corrected.

REQUIRED DOCUMENTS

After filling out the application, you must upload the following documents to complete the application. If the documents are not attached, your application is incomplete and cannot be reviewed:

- 1) **Land Survey:** a land survey drawing of the lot prepared by an Idaho licensed engineer or land surveyor.
 - a. A plat map of a platted subdivision is acceptable so long as the lot is clearly identified and the document is stamped by an engineer or surveyor.
- 2) **Deed:** a copy of your deed (back to 06/06/1974 for new home construction).
- 3) **Site plan:** an illustration of your building site showing the following-
 - a. The location and shape of site with dimensions; the location of proposed construction as well as existing improvements; the location of survey pins; all buildings (existing and proposed) with dimensions; actual setback dimensions from all sides of property; easements; finish contours or drainage; first floor elevation (sub-floor or concrete); street elevation and sewer service elevation (if applicable); 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. Please submit as a pdf.
- 4) **Building plans:** the complete plans you will be using for construction (please submit as a pdf).
 - a. Building plans will be reviewed by the building inspector and must meet current building code specifications.
 - b. Please see the Important Information Document for further information.



- 5) **Cut Permit:** the city permit you *must* obtain prior to cutting any city street.
- a. 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.
 - b. You must provide a licensed contractor to dig and locate city services.
 - c. The Public Works Department will tap water and sewer lines once the contractor has them located and excavated.
 - d. The Public Works Department must be notified of your intent to connect *at least* two (2) working days prior to the day you wish to connect.
 - e. No connections or inspections shall be made on holidays, on weekends, prior to 8 AM, after 4 PM, or without the express approval of the Public Works Director.

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 modular 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.