

Date: _____

Permit: _____

City of Elk River
P.O. Box "H"
112 S. Second Street
Elk River, Idaho 83827



Phone (208) 826-3209
Fax (208) 826-3209
Email: cityer@turbonet.com
Website: www.cityelkriver.org

Building Permit Instructions

The City of Elk River would like to take the opportunity to outline some of the requirements in obtaining a city Building Permit.

1. Absolutely NO construction is to begin prior to obtaining a Building Permit.
 2. Plans must be sized so the plans examiner can easily review them. Email is acceptable; include the original size of the plans.
 3. The following drawings **all must** be included:
 - a. All face elevations, scaled.
 - b. Footing/foundation elevation, scaled.
 - c. Plan view for each showing room designations, scaled.
 - d. Plan view showing floor framing, scaled.
 - e. Plan view showing roof framing, scaled (may be omitted for trusses).
 - f. Footing through roof elevation providing all details, including reinforcement in concrete, vapor barriers, sill sealer, anchor bolts, sill plates, clearance to ground/grade, size and type of lumber, spacing on exterior wall framing, insulation values, etc.
 - g. Roof covering type.
 - h. Site Plan and address.
 4. The following information must be provided ***with*** the plans:
 - a. Window schedule showing window type, size and U-values.
 - b. Door schedule showing type and U-values.
 - c. Manufacturer's specifications for any wood stoves, fireplaces, or other mechanical/fuel burning equipment you plan to install.
 5. Submit all the necessary information to the City of Elk River and to Clearwater Building and Planning at BP@clearwatercounty.org
or mail to: Clearwater County Building & Planning
PO Box 586
Orofino, ID 83544 or fax (208)476-8994.
 6. For building inspections contact Clearwater County at 208-476-4815.
 7. Plans that are complete will be scheduled for plan review; incomplete plans will be put on hold until all the required information is received.
 8. Those projects that are started before formal approval is obtained will be subject to a penalty of double the cost of the Building Permit.
 9. Electrical, Plumbing, and Mechanical/HVAC permits are separate permits issued through the State and can be obtained at the Idaho Division of Building Safety website <http://dbs.idaho.gov>. If not performed by a permitted homeowner, the contractor hired must be licensed through the State of Idaho.
 - City Ordinance #218 requires a dual check valve be installed to prevent system contamination. Once installed the homeowner needs to contact the City and have it inspected by the City's Public Works Department.
- Plumbing & Electrical Permit Questions: 800-955-3044 (If incorrect contact state)
Plumbing & Electrical Inspection Requests: 800-834-9239 (If incorrect contact state)

Date: _____

Permit: _____



BUILDING PERMIT APPLICATION

CITY OF ELK RIVER

112 South Second Street • PO Box H • Elk River, ID 83827

Office (208) 826-3209

cityer@turbonet.com • www.cityelkriver.org

Based on City Ordinance 231 adopting the current International Codes with addition of a requirement of 120 pounds/square foot snow load

***Include a plot plan to show where your structure will be located**

General Information:

Applicant Name:		Phone(s):	
Mailing Address:	City:	State:	Zip Code:
Email Address/Fax Number:			
Property Owner Name (if different than applicant):		Contact Number (s):	
Mailing Address:	City:	State:	Zip Code:

Parcel Information:

On the County Homepage www.clearwatercounty.org click on the County Map to look up your parcel and tax information. Use the overlay Map Layers for determining zoning.

Parcel Identifier/Tax ID:	Lot #:	Block #:	
Property/Site Address:	City, State, Zip Code:		

ZONING AND SETBACK REQUIREMENTS:

Zoning District:

☐ R-1: Lot area minimum of 7500 sq. ft. Front yard minimum of 10', side yards minimum of 7' each, rear yard min of 7'. Height not to exceed 30' measured at shortest distance from ground to eaves. Corner lot, on a side street, setback minimum of 10'. 2 off-street parking spaces for each residence.

☐ C: Front setback minimum of 10', side setback minimum of 7' each, rear yard min of 7'.

☐ R-2: Lot area minimum of 7500 sq. ft. Front yard minimum of 10', side yards minimum of 7' each, rear yard min of 7'. Height not to exceed 30' measured at shortest distance from ground to eaves. Corner lot, on a side street, setback minimum of 10'. 2 off-street parking spaces for each residence.

☐ R-3: Lot area minimum of 1 acre, lot width minimum of 150', lot depth minimum of 150'. Front yard minimum of 10', side yards minimum of 10', rear yard minimum of 7'. Height not to exceed 30' measured at shortest distance from ground to eaves. Corner lot, on a side street, setback min of 10'.

Primary Contractor:

<input type="checkbox"/> Self <input type="checkbox"/> Registered Contractor (Idaho Bureau of Occupational Licenses: http://www.ibol.idaho.gov)			
Contractor Registration/License Number:		Business Name:	
Contact Person:		Phone(s):	
Mailing Address:	City:	State:	Zip Code:
Email Address:	Fax:		

Date: _____

Permit: _____

This application is for the following type(s) of work (occupancy classification):

<input type="checkbox"/> (R-1, 2, 3) Residential, one- and two- family	Size: x	Sq. Ft:
<input type="checkbox"/> (U) Utility, miscellaneous: Garages, Shops, Outbuildings	Size: x	Sq. Ft:
<input type="checkbox"/> (G) Other: Additions, Repairs, Snow roofs, etc.	Size: x	Sq. Ft:
<input type="checkbox"/> Setting Permit* (Manufactured Homes, Placement)	Size: x	Sq. Ft:
Make/Model/Year:	Placed on: <input type="checkbox"/> Blocks <input type="checkbox"/> Foundation/Basement	

Complete description of work being done:

Required documents in addition to the application included:

- ☐ Plot plan map determining setbacks. *(It is the owner's responsibility to show where the property line is.)*
- ☐ Building plans/drawings of structure required for code compliancy; need not be done by a design professional.
- ☐ Trusses MUST be engineered. Proof is required.
- ☐ *Setting-Mobile homes manufactured prior to June 15, 1976 must have State Rehabilitation Certification.

This structure will have:
☐ N/A ☐ Electrical ☐ Plumbing ☐ Mechanical/HVAC

Electrical, Plumbing, and Mechanical/HVAC permits are separate permits issued through the State and can be obtained at the Idaho Division of Building Safety website <http://dbs.idaho.gov>. If not performed by a permitted homeowner, the contractor hired must be licensed through the State of Idaho.

Valuation/Cost

VALUATION/COST: This work when completed will cost, including labor & materials: \$

FEES-CITY OF ELK RIVER USE ONLY*Permit fees must be paid by check or money order; make payments to City of Elk River.*

Total permit fee: \$ Check # Date

APPLICANT: Read and sign. *It is the duty of me, the permit holder, or my agent to notify the building official that such work is ready for inspection and to provide access to and means for such inspection. No building or structure shall be used or occupied until the building official has issued a certificate of occupancy or completion. By signing this application, I am assuming responsibility for all of the work to conform to the Building Code of the City of Elk River.*

Applicant's Name: (please print)		Title:
Applicant's Signature:		Date:

OFFICE USE:

County Approved _____

Date _____

City Approved _____

Date _____