

Madison County



Pre-Construction Check List and Required Fees

PLAN AHEAD – The following items must be completed, as outlined below, before you submit your building permit application. BE AWARE that it may take 5-10 working days to review and approve your plans, even if you have all the required information. Incomplete applications will delay the issuance of a permit. Building Permit Fee Deposit is due upon application submittal

BUILDING PERMIT APPLICATION

Building Permit No: _____

Issue Date: _____ **By:** _____

1. Owner: _____

2. Property Address: _____

3. Parcel Number: _____

4. Subdivision Name: _____ **Block:** _____ **Lot:** _____

5. Owner Phone Information: _____

6. Owner Mailing Address: _____

7. Contractor Information: _____

8. Contractor Mailing Address: _____

9. Contractor Phone Number: _____

10. Contractor License No: _____ **Expiration Date:** _____

11. Proposed Use of permit: _____

(Single family home, garage, basement, shed, shop, commercial, religious, government, schools, agriculture building, fence, deck, carports, patio, greenhouse, sun room, other.)

12. Surfaces: (shall include the exterior wall measurements of the building)

Residential: _____ **Garage:** _____

Finished Basement: _____ **Unfinished Basement:** _____

Bonus Room Finished: _____ **Bonus Room Unfinished:** _____

Closed Shop: _____ **Open Shop/Shed:** _____

Commercial: _____ **Barn:** _____

Other (specify): _____

16. Value: \$ _____

17g. Flood Plain:

Are you in a floodplain? Yes _____ No _____

If yes, which zone are you in?

_____ **A** _____ **AE** _____ **X** _____ **O**

19. Flood Plain Permit #: _____

If you desire to build in a flood zone you must get a Flood Elevation Certificate from the Building Department, have your land surveyed to determine the flood elevation, submit the completed certificate, signed by the surveyor. A hearing will then be scheduled with the Madison County Board of Commissioners to get their approval and signatures on the certificate. Once that process is completed and you have the Board's approval, you will be given a building permit.

Applicant's signature, certification and authorization: under penalty of perjury, I hereby certify that I have read this application and state that the information herein is correct and I swear that any information which may hereafter be given by me in hearing before the Madison County Building Department shall be truthful and correct. I agree to comply with all County regulations and State laws relating to the subject matter of this application and hereby authorize representative of Madison County to enter upon the above-mentioned property for inspection purposes. **NOTE:** The building official may revoke a permit on approval issued under the provisions of the 2006 International Codes in case of any false statements or misrepresentation of fact in the application on which the permit or approval was based.

Signature of owner/contractor

Date

Building Department

Date

Building Permit Fees:

Minimum deposit for plan check fee if construction is under \$250.00: \$50.00

Maximum deposit for plan check fee for any construction over \$250.00: \$250.00

Inspection Fees: \$50.00 per inspection

Re-inspection Fees: \$50.00 per inspection

To declare a mobile or manufactured home on a permanent foundation: \$50.00

Fee for additional plan review for changes or alterations: \$250.00

Inspections outside normal business hours (8am-5pm): \$50.00/hr. 2 hr. minimum

Use of outside consultants: Actual costs + 15%

Plan Check Fee: _____ Paid: _____

Balance Due: _____ Paid: _____

Instructions

- Pick up an application for a **building permit**. Building permit fees are based on square footage and the type of construction (i.e. single family home, garage, basement, shop, shed, garage, carport, etc.). Two sets of plans are required.
- If you need a **septic system**, you will need to complete a sewer application with **Eastern Idaho Public Health**, at **314 N. 3rd E., Rexburg, ID** at 356-3239 (fax number is 356-4496). Septic permit costs vary, depending upon the system you install.
- If your construction will involve **plumbing and electrical**, you will be required to purchase a permit for each. These permits and fees required are determined by the State Plumbing and State Electrical Departments. For Plumbing inspections call (208)521-5879. For **HVAC** inspections call the City of Rexburg at 208-359-3020, ext. 326. For Electrical inspections call Merlin Webster at (208)356-4830. The State of Idaho contact number for both plumbing and electrical inspections is (208)334-3950. All of these applications may be picked up in the Madison County Building Department office.
- If you need to **drill a well**, you must notify the Idaho Department of Water Resources, Dennis Dunn, 900 North Skyline, Idaho Falls, Idaho, (208)525-7161 or have your driller purchase your well permit.
- If you are building in a **subdivision**, please check the **covenants** (if recorded) for any requirements such as property setbacks.
- **Madison County Roadway Easement Rules** state that the Madison County easements on roads are 50', 60' or 120' in width. All recent **subdivision** road easements are 68'. These easements belong to Madison County and encroachment is prohibited. This mean no permanent structures are allowed and any driveway encroachments must be approved by the Madison County Road Department. Permanent structures **such as non-compliant mailbox structures, cement curbing, above-ground sprinkler systems or hardscaping (defined as decorative or ornamental materials or objects including but not limited to; large rocks, boulders, timbers, trees, fencing, sculptures, terracing, signs, light poles or stanchions, vehicles, tractors, wagons, implements or other similar display items) are prohibited from placement within a right-of-way.** The signing of this form is the acknowledgment that

you, the homeowner or contractor representing the home owner, have been made aware of the Madison County easements and restrictions within each easement.

Any utility installation, trenching, setting of poles or power boxes, connections to city sewer or water, or similar activity within the county right-of-way performed by a homeowner, contractor or subcontractor must be permitted before proceeding with the work. An exception would be if the public utility company performs the work in its entirety.

- **Building Permits** must be posted on the construction site when the project is started, and must remain on site until the final inspection and occupancy is granted. If, for any reason, you lose your permit or it is destroyed, the owner/contractor must get a replacement building permit from the Building Department.
- An approved **set of plans** (stamped and approved by Madison County) and truss detail, must be on-site at all times once the project is started.
- **The address** assigned by Madison County shall be posted in a visible location on the lot or property at all times. A **Certificate of Occupancy** will not be issued until the address is posted on the residence.
- If an inspection is called for and the above items are not satisfied, the inspector will not perform the inspection and a re-inspection fee will be charged.
- An **Energy Compliance Report or REScheck** is required with all building permit applications for homes before the building permit is issued. This compliance sheet states whether or not the home meets the 2006 International Residential Code that Madison County has adopted, by comparing insulation, wall space, ceiling space, windows, doors and mechanical properties to a predetermined standard. REScheck is a computer software program that can be downloaded, free of charge, from www.energycodes.gov and will allow an individual to develop this report. Otherwise you may ask the supplier of the above listed items to make you a copy when you purchase these supplies.
- **Two copies of the plans** are required for any building construction and must accompany the application. One will be returned to the builder upon issuance of this application. The other one will be kept on file in the Madison County Building Department.
- Building permits are void if the payment for such is not accepted by the County's bank.
- All **commercial buildings and structures over 900 square foot** shall require architectural designed plans.
- All drawings for large construction are to be drawn to scale on paper with minimum dimensions of 18"X24". Smaller construction projects may be on 8 1/2 X 11. Two (2) sets of drawings are required. You will get one back with the red line corrections and notations.
- A site plan indicating all property lines, set backs from buildings to property lines on all sides, north arrow, existing structures, adjacent roads and proposed access, all surface-water including floodplain, lakes, rivers, streams, canals, wet lands and property address.
- If a new driveway access is proposed to a State Highway a copy of the State Highway Department driveway permit must accompany this application.

- If a new driveway access is proposed to connect to a Madison County road, a copy of the County **approach** permit must accompany this application **and be maintained on-site during construction. The permit may be obtained by contacting the Madison County Road Department at 208-356-3101, or visiting the office at 529 Airport Road in Rexburg. A minimum of 24-hours is required to process a permit request. A permit fee of \$40.00 will apply. The Madison County Road Department retains the inspection responsibility for driveway approaches.**

Set Backs:

Front: 80' from the centerline of road
Side of property line: 10'

Accessory – 25' to back of property
Residence – 50' to back of property

Setbacks stated in a Subdivision's Covenants may be used in some cases rather than the County's Setbacks.

CLIMATIC AND GEOGRAPHICAL DESIGN CRITERIA						
Ground Snow Load	Wind Speed	Seismic Design Category	Weathering	Minimum Frost Depth	Winter Design Temp.	Minimum Rood Live Load
50 P.S.F.	90(40)	D1	Severe	36"	0. -10	35 P.S.F.

IRC covers construction of Single or Double family dwellings and townhouses only. Multiple family dwelling units, “apartments, motels, hotels, and condos of three or more units are regulated by the IBC. The maximum height regulated by the IRC is 3 stories. Madison County Zoning Ordinance No. 176, Chapter 8, Section 8.4 states, that the maximum height is 35’ to the peak in residential zones.

IRC provides prescriptive construction methods for regular buildings in Seismic Category D1, with a maximum ground snow load of 70 psf. Irregular building designs in Category D1 require engineering design in accordance with accepted engineering practices. These designs must be shown on the plans submitted for a building permit and confirmed appropriate by calculations or proven design criteria of an approved ES or ER report currently published by the IRC. The IRC encompasses the Architectural, Structural, Mechanical, Energy Designs, Plumbing and Electrical requirements for single or double family dwellings.

Building Permit:

A building permit must be obtained from the building official before beginning construction. Permit application forms are furnished by the building official. ***DO NOT*** start construction without a permit and inspections, unless specifically authorized by the building official.

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 upon substantial paper or cloth and 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 be submitted with a plot plan showing the locations of the proposed building and any other existing structures, such as well, sewer and drive way access, on the property. All other data

sufficient to show the correctness of the plans shall be submitted when required by the building official.

Inspections:

Layout: This inspection is to make certain the setbacks (see above) are correct before any excavation will be allowed to take place.

Footing: To be made after the excavation for footings/foundation walls are complete and forms and any required reinforcing steel is in place prior to pouring. All materials for the foundation shall be on the job, except where concrete is ready mixed, the concrete need not be on the job. Where the foundation is to be constructed of treated wood, additional inspections may be required by the building official.

Foundation: To be made after the excavation for footings/foundation walls are complete and forms and any required reinforcing steel is in place prior to pouring. All materials for the foundation shall be on the job, except where concrete is ready mixed, the concrete need not be on the job. Where the foundation is to be constructed of treated wood, additional inspections may be required by the building official.

Rough Framing: To be made after the roof, all framing, fire-blocking and bracing are in place and before doing any electrical, plumbing, and mechanical work begins.

Final Framing: To be made after all pipes, chimneys, and vents are complete and the rough electrical, plumbing and mechanical inspections are completed.

Sheeting: To be made before house wrap or any exterior finish wall coverings are applied. All required straps and engineered hold-downs must be in place and connected as per engineering.

Insulation: After all the insulation listed on the Energy Compliance Report (REScheck) has been tacked in place.

Drywall/Sheetrock: To be made after all lathing and/or gypsum board, interior and exterior, is in place, but before any plastering is applied or before gypsum board joints and fasteners are taped and finished.

Final Inspection: To be made after finish grade and building is completed and ready for occupancy. Make sure your final electrical, plumbing and mechanical **and driveway approach permit** are approved and the appropriate stickers are in place.

ALL INSPECTION REQUESTS MUST BE CALLED INTO THE BUILDING DEPARTMENT DURING WORKING HOURS (8:00 A.M. TO 5:00 P.M., MONDAY THROUGH FRIDAY) AND BE ACCOMPANIED BY THE BUILDING PERMIT NUMBER!

Inspections: Must be called in by 9:30 a.m. if the inspection is for that day. Otherwise all inspections shall be for the following day. You may call **359-6260** for inspections.

The following inspections are required:

Building Inspector:	521-3391
Mechanical Inspection:	359-3020 x 326
Plumbing Inspection:	521-5879
Electrical:	356-4830
Driveway Approach:	356-3101