

MADISON COUNTY



Building Permit Application Packet

Things to consider before getting your building permit

1. **Is your property buildable?** Be sure to check with the Madison County Planning & Zoning office that you can build your desired structure on your property. Factors like acreage, zoning, structures, and land use can all affect what can or can't be built on your property.
 - Contact Madison County's Planning & Zoning Office at (208) 359-6259 for more information
 - Review the Madison County Code Book online at:
https://library.municode.com/id/madison_county/codes/code_of_ordinances
2. **Is your property located in the county flood plain?** Be sure to check FEMA's official Madison County Flood Plain Map or meet with the Madison County Planning and Zoning office to check if your property is in a flood plain. Flood plains can change the way your structure may need to be built as well as your insurance premiums, so it is crucial to know a) if your property is located in a flood plain and b) which flood zone.
 - Check out Idaho's official flood plain map:
<https://idwr.idaho.gov/floods/map.html>
 - For more information on flood plains visit: <https://www.fema.gov/>
3. **Are you able to obtain a septic permit?** Be sure to visit with Eastern Idaho Public Health Department to verify your septic system will be approved.
 - Contact Eastern Idaho Public Health Department at (208) 356-3239 or visit their office at 314 North 3rd East Rexburg, ID 83440
 - For more information and resources, visit Eastern Idaho Public Health's website at: <https://eiph.idaho.gov/EH/Septic/septicmain.htm>
4. **What are my setback requirements?** Be sure you know what your property setbacks requirements are. This information can be obtained from the Madison County Planning & Zoning office, as your zoning can affect your setback requirements.
 - Contact Madison County's Planning & Zoning Office at (208) 359-6259 for more information
 - Review the Madison County Code Book online at:
https://library.municode.com/id/madison_county/codes/code_of_ordinances
5. **Do my building plans need to be engineered AND do they meet IRC requirements?** Depending on your structure type and building plans, you may be required to submit engineered building plans for review. Visit with Madison County's building inspector if you have any questions or concerns about your building plan requirements.
 - Contact Madison County's Building Inspector, David Decker, at (208) 521-3391
 - Contact Madison County's Planning & Zoning Office at (208) 359-6259
 - Review the IRC 2012 requirements at:
<https://codes.iccsafe.org/content/IRC2012P13>

BUILDING PERMIT CHECKLIST

The following items are required to apply for a building permit:

- Flood Plain** – Verify if property is in flood plain. If yes, the following will be required:
 - Flood Plain Development Permit - must be obtained from and submitted to the Planning and Zoning Department
 - A Preliminary Elevation Certificate is required to be submitted before you receive your building permit. Before a Certificate of Occupancy is issued, a Final Elevation Certificate must also be submitted. Contact an engineering firm to complete this.
- Recorded Warranty Deed** – this information can be obtained from the Clerk’s Office
- Approved Driveway Access Permit** - can be obtained from the Madison County Road & Bridge Office
- Approved Septic Permit** – can be obtained from Eastern Idaho Public Health Office
- Three Sets of Plans** – one electronic copy (PDF format) and two physical copies (must be drawn to scale of no smaller than 1/8” = 1’ plans must be 11” x 17” or larger)
 - Cross Sections
 - Elevations
 - Full Foundation drawing
 - Electrical Plan showing the location of smoke alarms/detectors
 - Window & door schedule
 - Include Engineered Truss Design
 - Include Engineered Floor Layout Design
 - Site Plan – showing setbacks, well, septic, property lines, driveway, etc.
 - ANY OPEN SPACE OVER 900 SQ. FT. WILL REQUIRE ENGINEERED PLANS***
- Copy of the Building Contractor’s State Registration**
- Res Check Compliance Certificate or Climate 6 Prescriptive Method** - required for all homes. Res Check Certificate can be obtained from your insulator.
- Permit Fee Payment** – due upon receiving Building Permit

The review process will require up to ten (10) working days (not including the day the application is submitted). Once approved, our office will notify you when the permit is ready. Payment, in full, for the building permit is required at the time the permit is picked up.

The inspector also requires a minimum of twenty-four (24) hour advance notice for all inspections.

To schedule an inspection, please call Madison County’s Building Department at (208) 359-6259

Other Contacts and State Inspectors Contact Information:

Madison County Road & Bridge – (208) 356-3101 – for access permit information
Eastern Idaho Public Health – (208) 356-3239 – for septic permit information
Idaho Department of Water Resources – (208) 525-7161 – for well drilling information
Mechanical Inspections – City of Rexburg (208) 372-2344
State Plumbing Inspector – Bryce Colark (208) 821-1312
State Electrical Inspector – Aaron Reynolds (208) 360-2502

MADISON COUNTY PLANNING & ZONING

134 E Main Street Suite 208 Rexburg Idaho 83440

Phone: (208)359-6259 Fax: (208)356-6308



BUILDING PERMIT APPLICATION

SUBMITTALS:

The review process will require up to 10 working days (not including the day the application is submitted). All information called for on this form shall be required for a complete application and no incomplete application will begin the review process.

GENERAL INFORMATION

Office Use Only

Building Permit No: _____

Issue Date: _____ By: _____

Proposed Use of Permit: _____

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): _____

Value: \$ _____

PARCEL INFORMATION

Parcel Number: _____

Property Address (*if applicable*): _____

City: _____ State: _____ Zip: _____

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Quarter: _____ Section: _____ Township: _____ Range: _____

Are you located in a subdivision? Yes _____ No _____

If yes, does your subdivision have covenants? Yes _____ (Please provide a copy) No _____

Subdivision: _____ Lot: _____ Block: _____

By signing here, you hereby certify that your building project does not violate any covenants set by your subdivision. I understand that Madison County is not liable for any building project that violates said covenants.

Owner Signature

Date

Zone: _____ Area of City Impact: _____

Total Acreage: _____ Are there slopes 15-30%? _____

Are there slopes more than 25%? _____ Are wetlands contained on the Property? _____

Does the property contain any streams, rivers or lakes? _____

Are you in a floodplain? _____ If yes, which zone? _____

Flood Plain Permit #: _____

If you desire to build in a flood zone you must obtain a Flood Elevation Certificate and a Flood Plain Development Permit from the Building Department, have your land surveyed to determine the flood elevation, and submit the completed certificate, signed by the surveyor. A review process will be conducted by Madison County's Flood Plain Administrator, to obtain his approval and signature. Once that process is completed and you have the Flood Plain Administrator's approval, you will be granted a building permit.

CONTACT INFORMATION

OWNER:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

MADISON COUNTY PLANNING & ZONING

134 E Main Street Suite 208 Rexburg Idaho 83440

Phone: (208)359-6259 Fax: (208)356-6308



CONTRACTOR:

Name: _____

License No.: _____ Exp. Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

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 2012 International Codes in case of any false statements or misrepresentation of fact in the application on which the permit or approval was based.

Owner Signature Date

Contractor Signature Date

Building Department Date