

MEMORANDUM

TO: Building Permit Applicants

FROM: City of Arco

SUBJECT: **REQUIREMENTS FOR SUBMITTING PLANS FOR SINGLE AND MULTIPLE FAMILY DWELLING UNITS, ADDITIONS AND GARAGES**

This memorandum is a statement of our office policy on submitting plans for approval to obtain a building permit.

In order to efficiently expedite the plan review process, it is imperative that the plans submitted for approval be complete.

A **LIST OF REQUIREMENTS** is attached to assist you in presenting a complete submission for review.

All plans submitted to this office for review will be required to be **complete**. Submissions not meeting this requirement may be returned.

NOTE: Attached drawings are to serve as examples of basic construction details. They are not intended to serve as substitutes for required submitted drawings, nor do they encompass all the I.B.C. Code requirements. Drawings are to be based on the project being submitted for approval. **The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or the performance of construction. It is the responsibility of the builder to be aware of the code requirements.**

Thank you,

City of Arco

City of Arco

Building Permit Information

All building specifications are in accordance with the 2018 IRC or IBC.

A building permit must be obtained from the Building Department at:
302 W Grand Ave, Arco, Idaho

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

Information needed with your application:

- 1. 2 copies of your submittal documents are required as per section 106.** One will be submitted with your application to the building department. The other must be available at the job site at all times.
- 2. Plans must include a plot plan showing the location of the proposed building on the site.**
- 3.** A copy of a valid sewer permit
- 4.** The appropriate fee according to the City of Arco and Butte County Permit Fee schedule
- 5.** Any other item that the building department deems appropriate
- 6.** All submittals require an estimated cost of construction, bid construction cost and final amended as built construction cost.

When you submit your application make sure that you have the correct property description, that your lot size is appropriate for the zone that you are building in and whether you are in a flood zone.

Per Idaho Code 15.08.020 Building Permits may be issued after the construction plans and applications have been reviewed and approved by the building official and after the appropriate building permit fees have been paid.

If any of these items are incorrect, it could delay your application!

Inspections All specifications are in accordance with the 2018 IBC.

IMPORTANT NOTE; It is the responsibility of the permit holder or his agent to notify the building inspector 48 hours in advance of any inspections required.

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

1. FOOTING INSPECTIONS; Trenches are excavated to the proper depth and rebar is in place in the footings and dowels are set.
2. FOUNDATION; Forms are in place, rebar in position, both horizontal and vertical, any block outs in place. 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 and pipes and ducts are approved.
4. ENERGY INSPECTON, Must meet energy code as stated in the 2018 IBC, International Energy Conservation Code.
5. SHEETROCK; After sheetrock is installed, **BEFORE** taping.
6. FINAL INSPECTION; To be made after finish grade and building is completed and ready for occupancy. There will be no occupancy until the Butte County Building Inspector makes the final inspection.

Other inspections and a survey of the lot may also be required by the public building official to verify compliance of the structure with approved plans and zoning ordinances.

Certificate of Occupancy

The code requires that a certificate of occupancy be posted in a conspicuous location in the building. This posting makes it possible for personnel of the building department as well as other agencies to determine whether or not the building is being use in compliance with the code.

For inspections, call 48 hours in advance

Building Inspector:

Planning and Zoning: Rebecca Lange 208-527-8294

NAME: _____ PERMIT NUMBER: _____ FEES PAID: _____

**City of Arco
Residential Building Permit Application**

Contractor _____

Address _____

Phone# _____

Owner _____

Address _____

Phone # _____

Legal Description _____

Platted Subdivision _____

Block _____ Lot _____

Section _____ Township _____

Range _____ Tax Parcel #RP _____

Zone _____

Single-Family _____ Multi-Family _____

Addition _____ Garage _____ Other _____

Square Footage's: Bsmt _____ Main _____

Second _____ Garage _____ Other _____

Number of Bedrooms: _____

Type of Heat:

Nat. Gas _____ Oil _____ Propane _____ Elect. _____

Sewer Permit# _____

Construction Cost _____

Anticipated Start Date _____

**List Of Requirements for Submitting Plans to Obtain a Building Permit on
Single and Multiple Family Dwelling Units, Additions and Detached Garages
and any other Structures**

1. A plot plan must accompany all plans indicating all property lines, setbacks, easements, legal description, North designation, name of owner, show all structures and dimensions.
2. Footing or Basement plans consisting of:
 - a. Fully dimensioned plan.
 - b. Footings showing dimensions and locations, and steel requirements.
 - c. Exterior walls showing location and size of all door and window openings, with window well depth.
 - d. Interior walls showing location of all bearing walls, beams, beam sizes, and width of any openings, doors, etc.
 - e. Room designation, bedrooms, bath, etc.; and if basement is finished.
3. Main and Second floor plans consisting of:
 - a. Fully dimensioned plan.
 - b. Exterior walls showing location and size of all window and door openings.
 - c. Interior walls showing location of bearing wall, beams, beam sizes, and width of any openings, door, etc.
 - d. Room designations, kitchen, bedroom (s), bath (s), living room, etc.
4. Roof Trusses by approved manufacturer and full layout detail supplied **(No Homemade trusses allowed)**.
5.
 - a. All four elevations, front, rear, and sides, showing orientation, N.S.E.W.
 - b. Extent of foundation walls and footings, including retaining walls.
6. Building cross section (s) consisting of:
 - a. Footing to roof, showing roofing material, (Note: all cedar shingles and shakes must be number 1), all vertical dimensions, finished floor, to ceiling, footing depth, insulation R-value of exterior walls, types of wall covering, drywall, brick, stucco, siding, etc...
 - b. Stair sections, including railing height, riser height, tread width, headroom height, any railing (s), height and spacing of spindles.

7. Complete door and window schedules, make, type, size distance from floor, U-value, any special glazing (i.e., tempered).
8. Driveway and drainage swale design, and storm drainage runoff design, if required.
9. Layout of heating supply and return ductwork, sizing, and location, including combustion air and exhaust air.
10. Return this sheet completed along with all other required documents.

Received By: _____ Date: _____

Reviewed By:

Building Inspector: _____ Date: _____

City P&Z Official: _____ Date: _____

City Maintenance: _____ Date: _____

OTHER INSPECTIONS AND FEES

1. Inspections outside of normal business hours
ALL INSPECTIONS AFTER 5:00 P.M.
2. Re-inspection fees assessed under provisions of Section 108 \$47 hr.
3. Inspections for which no fee is specifically indicated (minimum charge one half hour) \$47 hr.
4. Additional plan review required by changed, additions, or revisions to approved plans (minimum charge one half hour) \$47 hr.
5. Plan check fee in amount of **65% of Building Fee will be charged** for commercial projects.
6. Plan check fee in amount of **30% of Building Fee will be charged** for any other building permit.

Contacts

Building Inspector:

Craig Wornek
Phone: 208-317-7065
E-mail: DCW@atcnet.net

Notes:

Contacted []

Electrical Inspector:

Mark Tunks
Phone: 208-220-4580
Inspection Request 800-839-9239

Notes:

Contacted []

Plumbing Inspector:

Robert Crispin
Phone: 208-768-7948

Notes:

Contacted []

Health Department Contact

178 Sunset Dr.
Arco, ID 83213
Phone: 208-527-3463

Notes

Contacted []

City Building Department:

Rebecca Lange
P.O. Box 196, Arco, ID 83213
Phone: 208-527-8294
E-mail: rlangearcopz@yahoo.com

Notes:

Contacted []