

City/County Building Department
200 Fulton Suite #204
Salmon, Idaho 83467

A STEP BY STEP GUIDE FOR
HOMEOWNERS

GETTING YOUR BUILDING PERMITS IN LEMHI COUNTY AND THE CITY OF SALMON

City/County Building Department
www.lemhicountyidaho.org

Office hours are 8am – 5pm Monday thru
Friday
Closed on Holidays
(208)756-2815 ext. 1703
(208)756-6915 fax

Permits are for YOUR safety and easier to get than you might think.....

Many people who come to the City/County Building Department for building permits are homeowners making such improvements as room additions and alterations, patio covers and decks. Our staff wants to reassure you that we are here to do everything we can to help you get your permit

Why does the City/County Building Department issue permits and how do I benefit from them?

The Building Department issues permits to regulate all construction for safety. By requiring permits, the building department can check your project to ensure that it meets the minimum building codes. These codes, like permits, were primarily established to protect YOU and to prevent building calamities from happening to homeowners. There are many different benefits from getting your permit. The building department inspects your drawings and each phase of construction for safety and can advise you on how to proceed if you need help. You can also avoid the legal and financial liabilities that you may face if you do not get a permit. Work done without a permit is illegal and can pose serious complications for your fire and homeowner's insurance or for when you sell your house. Nearly all lenders now require a "Certificate of Occupancy" before a home can be refinanced and/or purchased.

How does the Permit Process work

The staff will review your building plans for compliance with the currently adopted building code and verify zoning compliance. If your project is within City Limits you will need to obtain approval from the City Zoning Administrator before submitting your plans to our department. Once your plans have been approved your permit will be issued and any further interactions with our department will be when you call for your required inspections.

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What other permits may be required?

You may also need to obtain electrical, plumbing, mechanical and sewage permits. You will need to contact the State of Idaho for your electrical and plumbing permits. Mechanical permits are obtained at the Building Department and sewage permits are obtained at Eastern Idaho Public Health. An Elevation Certificate may be required if the property lies in the floodplain.

Eastern Idaho Public Health
(208) 756-2123
Plumbing Division
(208) 332-8966
Electrical Division
(208) 332-8966

When do I need a Building permit?

The best way to find out if you need a building permit is to call our office at (208) 756-2815 ext. 1703. Typically all new home construction, remodeling, alterations, and room additions require building permits. Permits are also required for moving and setting up mobile homes, the set up of prefabricated structures and non-permanent structures.

Why do I need Plans?

Good drawings are one of the most important steps of your project. They will be used to cost out jobs, get estimates from subcontractors and obtain the necessary permits. The more information provided the better. (Not all projects will require a full set of plans so be sure to check with our department.)

***"Living a life is like
constructing a building: if you
start wrong, you'll end
wrong."***

Here are six basic steps to obtain and complete a building permit.

STEP 1: Bring in your ideas and get an application at the City/County Building Department.

Pick up permit application, handouts and other information on construction requirements and fees prior to beginning any home improvement project.

STEP 2: Submit permit application with your plans to the building department for approval.

If your project is within the City of Salmon make sure you have obtained a signature from the City Zoning Administrator before submitting your application to our office. After your plans have been submitted they will either be approved and ready to be issued or your plans may need revisions. If revisions are needed your plans will be returned to you to make the requested changes. The revised plans will then be rechecked.

STEP 3: Pay fees and take out building permit.

Once your plans are approved, you must obtain your permit within 180 days of the date you first submitted your plans. Begin construction only after your building plans have been approved and a permit has been issued.

STEP 4: Arrange for building inspections.

During the construction phase of your project you will be required to contact our office for inspections. A list of these inspections will be provided when your building permit is issued. Inspection requests must be made at least 24 hours in advance. You may not cover an area required to be inspected until the proper approval has been granted by this office. Please plan ahead and remember we are not open on weekends and closed on holidays. You may leave a message for an inspection after office hours but do not plan the next phase until your inspection has been completed and approved.

STEP 5: Build while your permits are valid

In order for your permit to remain valid you must have an inspection every 180 days from the date you take out your permit. If, for some reason the start of construction is delayed, you may request an extension of your permit. A letter to the building department made prior to the expiration of the permit may allow additional time to begin or finish the project. Please be aware that your electrical, plumbing and sewage permits may also need periodic inspection to remain valid. Contact the required agencies to determine the expiration date.

STEP 6: Receive Final Approval

When ALL work is completed, call for a FINAL inspection. The inspector will make a final on-site inspection of the project and issue a certificate of occupancy indicating that all work has been completed. The permit will become part of a historical file on your property with the City/County, available as public information.

ALL RESIDENTIAL CONSTRUCTION MUST CONFORM WITH THE IDAHO RESIDENTIAL ENERGY STANDARDS.

AFTER THE FINAL INSPECTION AND APPROVAL A CERTIFICATE OF OCCUPANCY IS ISSUED BY THE BUILDING OFFICIAL. THIS IS OFTEN REQUIRED BY THE LENDER, REALTOR AND INSURANCE COMPANIES.

HAPPY BUILDING!!!!!!



Please do not hesitate to contact our office with any questions or concerns you may have.

A LIST OF LOCAL CONTRACTORS MAY BE OBTAINED FROM OUR OFFICE AT YOUR REQUEST.

City/County Building Official & City/County Planning & Zoning Administrator

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Salmon, Idaho 83467

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“The ability to convert ideas to things is the secret of outward success.”

“The dialogue between client and architect is about as intimate as any conversation you can have, because when you're talking about building a house, you're talking about dreams.”

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