



Building Permit Application

Submittal Date: _____ Permit #: _____

PROPERTY INFORMATION:

Site Address: _____ Parcel #: _____

Subdivision: _____ Block # _____ Lot # _____

Square Footage of Property: _____ Zoning District: _____

Geographical Overlay: YES NO

Flood Zone: NA A AE A1-A30 _____ B Shaded X Shaded C Unshaded

PROPERTY OWNER INFORMATION:

Owner's Name: _____ Phone: _____

Mailing Address: _____ Email: _____

GENERAL / BUILDING CONTRACTOR INFORMATION:

Contractor Name: _____ Business Name: _____

Email: _____ Phone: _____

Idaho Contractor License: _____

PLUMBING CONTRACTOR INFORMATION (OPTIONAL):

Contractor Name: _____ Business Name: _____

Email: _____ Phone: _____

Idaho Contractor License: _____

ELECTRICAL CONTRACTOR INFORMATION (OPTIONAL):

Contractor Name: _____ Business Name: _____

Email: _____ Phone: _____

Idaho Contractor License: _____

HVAC CONTRACTOR INFORMATION (OPTIONAL):

Contractor Name: _____ Business Name: _____

Email: _____ Phone: _____

Applicant Initials: _____



Building Permit Application

Idaho Contractor License: _____

ARCHITECT / DESIGNER CONTRACTOR INFORMATION (OPTIONAL):

Contractor Name: _____

Business Name: _____

Email: _____

Phone: _____

Idaho Contractor License: _____

ENGINEER INFORMATION (OPTIONAL):

Contractor Name: _____

Business Name: _____

Email: _____

Phone: _____

Idaho Engineer License: _____

** Property owner may act as contractor in Idaho.*

ZONING INFORMATION (setback table on final info page):

Residential:

R1 – Single Family Residential

R2 – Combined Residential (Medium Density)

R3 – Multiple-Family Residential (High Density)

Commercial:

C1 – Neighborhood Commercial

C2 – Community / Service Commercial

Industrial:

M1 – Light Industrial

M2 – Heavy Industrial

Residential (Geographical Overlay):

If identified on the Geographical Overlay map:

Front – 10’ from property line or within 5’ of the average setbacks of the adjacent properties, whichever is greater.

Side – 5’ from the property lines on interior side, street side and rear.

** All other remaining standards shall apply.*

Applicant Initials: _____



Building Permit Application

PROJECT DESCRIPTION:

Type of Construction:

- New Construction Remodel Addition Repair Renewal
 Fire / Flood Damage Repair Shed / Outbuilding Sign
 Prefab / Manufactured (NEW) Prefab / Manufactured (Move)

Type of Use:

- Residential Commercial Educational Government Fence
 Carport / Garage Patio / Deck Awning Driveway Sidewalk

PLAN FOR CONSTRUCTION:

FOOTING

- Concrete
 Masonry

EXTERIOR WALLS

- Concrete
 Masonry
 Wood
 Metal
 Stucco
 Veneer

INTERIOR WALLS

- Concrete
 Masonry
 Wood
 Drywall
 Plaster
 Tile

CEILINGS

- Wood
 Plaster
 Tile
 Drywall
 Open

ROOF

- Wood Shingles
 Comp shingles
 Tile
 Roll roof
 Metal

FOUNDATION

- Concrete
 Masonry

BASEMENT

- None
 Partial
 Full

HVAC

- Gas / Propane
 Oil
 Coal
 Fireplace
 Electric
 Geothermal

INSULATION

- Floors
 Perimeter
 Ceilings
 Walls
 Roof

FLOORS

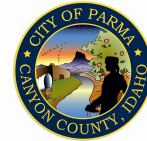
- Wood
 Concrete
 Other: _____

SQUARE FOOTAGE OF LIVING AREA: _____

SQUARE FOOTAGE OF GARAGE: _____

SQUARE FOOTAGE OF COVERED AREA: _____

Applicant Initials: _____



Building Permit Application

BRIEFLY DESCRIBE THE PROJECT:

ESTIMATE TIMELINE OR DATE OF COMPLETION OF EACH PHASE:

Project Completion: _____

Site Improvements: _____
(Leveling, Sidewalks, Drainage & Access)

Footings / Foundation: _____

Framing: _____ Electrical: _____

Plumbing: _____ HVAC: _____

Landscaping: _____ (if required)

CONTRACTOR ESTIMATED VALUE OF IMPROVEMENTS (in whole dollars):

Site Improvements: \$ _____

Foundation: \$ _____

HVAC: \$ _____

Electrical: \$ _____

Plumbing: \$ _____

Insulation: \$ _____

Structure: \$ _____

TOTAL: \$ _____

Enter values as an option for property owner or applicant.

(Values will be re-checked by Building Official / Reviewer)

Applicant Initials: _____



Building Permit Application

REQUIRED SUBMITTALS – Clearly Label each (setback table on final info page)

- Site Plan
- Warranty Deed / Sales Agreement (Signed)
- Three (3) Complete Sets of Building Plans ¼”to 1’ Scale, including floor plan with rooms labeled
- 8 ½” x 11” Copy of Site Plan and Floor Plans (all floors, including bonus room, existing floor plan w/ rooms labeled if addition to residence)
- Foundation Plan Building Section (Foundation to Roof) Mechanical Plan (HVAC & DUCTING)
- Floor Plan (Window & Door Sizes, Ventilation, Exits and Lighting, with rooms labeled)
- Elevations (Roof Slope, Attic Ventilation, Chimney & Building Heights)
- Highway District Access / Approach Permit or ITD Permit if on State Highway
- Parma Street Access Plan (Driveway Placement)
- Elevation Certificate if proposed structure is located within a mapped flood area.

ADDITIONAL RESIDENTIAL SUBMITTALS

- RES Check (Energy / R-Values) www.energycodes.gov
- Manual “J” or “S & D” Heating and Cooling Calculations (typically supplied by your HVAC Contractor)

ADDITIONAL MANUFACTURED HOME SUBMITTALS

- Ad Valorem (required for previously owned Manufactured Homes that are being purchased from an individual showing that taxes are current. You may obtain a copy from the Assessor’s Office of the county where the home is located or being moved from)
- Copy of Title showing Date of Manufacture (mobile only)
- State Rehabilitation Compliance Checklist for Manufactured Homes (mobile homes) constructed prior to June of 1976
- Blocking or Tie Down Plan (mobile only)

COMMERCIAL / INDUSTRIAL STRUCTURE

- Com – Check
- Electrical Plan
- Plumbing Plan (Interior & Exterior)
- Fire District Stamp on plans submitted with accompanying documentation
- Gateway Street Improvements Site Plan (If property abuts Roswell Blvd or Grove Ave)

Applicant Initials: _____



Building Permit Application

SETBACK INFORMATION– This is for illustrative and informational purposes only. It is up to the applicant and builder to verify all setbacks for the project, identify all easements and property lines. The city or its agents are not responsible for inaccurate, improperly labeled property lines.

*Setbacks are measured in feet.

Zone / District	Maximum Height	Front	Rear	Interior Side	Street Side
R1	25'	20'	15'	5' – 7' *	20'
R2	25'	20'	15'	5' – 7' *	20'
R3	45'	20'	15'	5' – 7' *	20'
C1	45'	15	15'	0'	15'
C2	45'	0	0'	0'	0'
M1	45'	20'	0'	0'	20'
M2	45'	20'	0'	0'	20'

Maximum Height - The maximum height may be exceeded by conditional use permit with the exception that requests for additional height not exceeding 25 percent of the requirement may be considered and approved administratively by the planning and zoning administrator.

Residential (R1, R2 & R3) - Rear setbacks for residential properties in the residential zones shall be 15 feet if the lot is not adjacent in the rear to a dedicated alley. If the lot is adjacent in the rear to a dedicated alley, the rear setback shall be 5 feet.

Review additional information: Parma Municipal Code 5-2-3.

Applicant Initials: _____



Building Permit Application

DECLARATION: I hereby certify I have completed this application in a true and correct manner. All city ordinances will be complied with whether specified herein or not. Granting a permit does not presume or give authority to violate or cancel any state or local law or building code regulating construction.

I certify I have authority to submit this application; if I am not the property owner as indicated in the attached Notarized Affidavit of Authorization / Legal Interest form by the property owner.

I certify I will follow all setbacks and easements either identified previously or during construction.

I certify I will keep the site clear of weeds, trash, garbage and other unsightly materials.

I certify I will have a portable or permanent toilet on site for construction workers.

I certify I will have a solid waste container (construction dumpster) on site and emptied on a not more than a weekly basis.

This application, although submitted to City Hall, is not formally accepted until all information is satisfactory supplied to the Building Permit Reviewer.

APPLICANT INFORMATION:

Applicant Name: _____ Phone: _____

Mailing Address: _____ Email: _____

Applicant Signature: _____ **Date:** _____

***** Staff Use Only *****

Valuation	
Building Permit Charge	
Permit Review Charge	
Water Connection Charge	
Sewer Connection Charge	
Fire Impact Fee	
Street Impact Fee	
Park Impact Fee	
Sidewalk Impact Fee	
Total Fees Due:	
Total Fees Paid:	

Payment Information:
Date Payment Entered: _____
Batch / Receipt: _____
Permit #: _____
County Transmittal: _____
COMPASS Transmittal: _____

Occupancy Permit # _____

Applicant Initials: _____

Building Permit Application



Applicant Initials: _____