



FIRE DISTRICT CONSTRUCTION APPLICATION

Commercial or Multi-Family Construction

APPLICATION TYPE:

Construction – Commercial or Multi-Family Construction

FEE SCHEDULE

- **Application Fee:** 50% of City/County Building Permit Fee
 - Covers plan review, permit issuance, and one inspection (if required)
 - A payment link will be sent via the permit portal after the initial review
- **Work Without Permit Fee:** \$150.00
 - Applied to any application where work has commenced prior to permit issuance
 - A **Stop Work Order** may be issued until the permit is secured

APPLICABLE CODES

- **Current Fire Code:** 2018 International Fire Code (IFC)

Plan Format Requirements

- Drawn to scale (Minimum: $\frac{1}{4}" = 1'-0"$)
- Plans must be **stamped by a licensed Idaho architect or engineer**

APPLICATION ACCEPTANCE STANDARDS

To begin review, the following conditions must be met:

- All sections of the application are filled out and signed
- Required documents are submitted in full
- Plans are complete, accurate, and compliant with IFC and applicable standards
- **No red ink** on drawings (red is reserved for Fire District markups)
- Applications deemed **incomplete will be returned** and may cause delays

Applicants are responsible for ensuring their submittals are code compliant. This checklist serves as a general guide but does **not exempt** the applicant from complying with **all applicable codes**.

INSTRUCTIONS

1. **Complete the Project Information Section** below.
2. **Check all applicable boxes** in the checklist.
3. **Ensure all required documentation is uploaded** via the online permit portal.
4. Incomplete applications will be delayed or returned.

SUBMITTAL CHECKLIST

Project Name: _____ **Project Location:** _____

REQUIRED DOCUMENTS (Upload via Portal):

- ☐ Completed Application Form
- ☐ Construction Drawings (Stamped by ID-licensed professional)
- ☐ Vehicle Tracking Models (Site Plan)
- ☐ Findings of Fact, Conclusions of Law & Order, DA



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Fire District (AHJ) ☐ Middleton Rural Fire District ☐ Star Fire Protection District

**** Applicant to complete sections 1-3. Any incomplete section will be sent back to applicant and may delay review of project.**

SECTION 1 – APPLICANT INFORMATION

Applicant Name: Primary Contact: ☐ Applicant ☐ Owner ☐ Representative

Address: City: Zip:

Phone/Mobile: Email Address:

Owner(s):

Address: City: Zip:

Phone/Mobile: Email Address:

Architect/Designer: Contact Name:

Phone/Mobile: Email Address:

SECTION 2 - PROJECT INFORMATION

Class of Work : ☐ New ☐ Improvement ☐ Alteration ☐ Repair ☐ Other:

New Building: Sq.Ft. Height: Tenant Improvement: Sq.Ft. Height:

Site Address:

Parcel Number: Subdivision: Lot: Block:

Business Name: Type of Business:

Occupancy Type: Construction Type:

Building Department : ☐ Ada County ☐ City of Star ☐ Canyon County ☐ City of Middleton ☐ Gem County

Building Permit Number: Fire District Building Permit #:

Scope of Work/Comments:

SECTION 3 – APPLICANT ACKNOWLEDGMENT

I understand that my signature signifies my commitment to the accuracy and completeness of the information provided, and my compliance with all applicable regulations and requirements pertaining to this project. Furthermore, I acknowledge that any false statements or omissions may result in additional fees, delays, or other administrative actions as deemed necessary by the governing body overseeing this application.

Applicant Signature

Applicant Name (Print)

Date