



# Sugar City

Steven Adams, Mayor  
Quinton Owens, Building Inspector  
Wendy McLaughlin, Clerk-Treasurer  
Shelley Jones, Deputy Clerk-Treasurer  
Arlynn Jacobson, Public Works Director  
Jonathan Turner, Code Enforcement Officer

Ph: 208-356-7561

Fax: 208-359-2699

Office Hours: 9 a.m. to 4 p.m.

P.O. Box 56 – 10 E. Center

## APPLICATION FOR CONTRACTOR PERMIT

City use only

P#
Date:

Please fill out this application completely and submit with payment. If you have questions or need assistance completing the application, please call the Sugar City Hall. Please note: permit fees are non-refundable and non-transferable.

COMPANY NAME: \_\_\_\_\_ LICENSE #: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

**EMAIL ADDRESS (REQUIRED):** \_\_\_\_\_

### SELECT THE METHOD YOU WISH TO RECEIVE YOUR PERMIT:

EMAIL     MAIL     FAX

DESCRIPTION OF WORK: \_\_\_\_\_

JOB SITE ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTY: \_\_\_\_\_

DIRECTIONS TO JOB SITE: \_\_\_\_\_

*(If known)* LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_

**AN ADDITIONAL \$65 FEE MAY BE ASSESSED** if the location is not clearly given either by directions or an attached map

**THIS PERMIT APPLICATION IS NOT AN INSPECTION REQUEST:** Please call 208-541-6400 or go to schedule your inspection.

We Accept: cash, check, money order, Visa, and MasterCard. Make checks payable to the City of Sugar City	GRAND TOTAL FEES PAID*
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\*Please use the worksheet on page 2 to determine the total fees and enter the amount to be paid here.

**PUBLIC RECORDS NOTICE** – Business information such as your company address and phone number is regarded as public information according to the Idaho Public Records Act. Your business address and phone number may be provided to a third party upon written request.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_

# CONTRACTOR HVAC PERMIT WORKSHEET (FEE SCHEDULE)

This worksheet must accompany the Homeowner application. Use this worksheet to calculate the fees and transfer the grand total to the application.

## RESIDENTIAL

**Total \$**

<ul style="list-style-type: none"> <li>• <b>New:</b> Single Family Dwelling, including all buildings with HVAC being constructed on each property.                             <ul style="list-style-type: none"> <li>* Based on living space (see definition below)</li> <li><input type="checkbox"/> Up to 1,500 sq. ft. \$130</li> <li><input type="checkbox"/> 1,501 to 2,500 sq. ft. \$195</li> <li><input type="checkbox"/> 2,501 to 3,500 sq. ft. \$260 (All Fireplace/Gas line installations not to exceed 1,500 sq. ft. = \$130.00)</li> <li><input type="checkbox"/> 3,501 to 4,500 sq. ft. \$325</li> <li><input type="checkbox"/> Over 4,500 sq. ft. \$325 plus \$65 for each additional 1,000 sq. ft. or portion thereof \$325 + ( \$65 x # of additional 1,000 sq. ft. or portion thereof )</li> </ul> </li> <li>• <b>Manual S, J, &amp; D Review - \$25</b> (Required when installing the primary heating and/or cooling source)</li> </ul> <p style="color: red; font-size: small;">* Living Space – space within a dwelling unit utilized for sleeping, eating, cooking, bathing, washing and sanitation purposes. An unfinished basement is considered part of the livingspace.</p>	\$ _____
<ul style="list-style-type: none"> <li>• <b>New:</b> Multi-Family Dwelling                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Duplex: \$260</li> <li><input type="checkbox"/> Three or more multi-family units: \$130 per building plus \$65 per unit ( \$130 x # of buildings ) + ( \$65 x # of units )</li> </ul> </li> </ul>	\$ _____
<p><b>Existing Residence    Detached Shop:</b></p> <p>\$65 dollars plus \$10 per piece of <u>additional HVAC</u> equipment (furnace, boilers, wood stoves, factory-built fireplace, gas lines, pool heaters, mini-split system, hydronic system, etc.) and / or exhaust ducts (range hoods, dryer, exhaust fans, etc.). Fee shall not exceed 'New Residential' square footage fee.</p> <p style="text-align: center;">Total Pieces of Equipment</p> <p style="color: red; font-size: small;">*One piece of equipment or exhaust duct is included in the \$65.00 fee</p>	\$ _____
Requested Inspection: \$65	\$ _____
Plan Check: \$65 per hour	\$ _____

## COMMERCIAL / INDUSTRIAL

<p>• <b>The fees listed under this inspection type shall apply to any and all HVAC installations not specifically mentioned elsewhere on this form. This shall include all labor, materials, equipment, overhead and profit, as well as all labor, materials, and equipment supplied by others. The project value cannot be reduced by labor, material or equipment that is donated or supplied by others. At the time of "Final" inspection, the Scope of Work, valuation, and permit fees will be verified.</b></p> <p style="text-align: center;"><b>Total cost of HVAC system (Job Value Amount):</b> \$ _____</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Up to \$10,000:</b> (total cost of system x 0.02) + 60 = \$</li> <li><input type="checkbox"/> <b>Between \$10,001 - \$100,000:</b> ((total cost of system - 10,000) x 0.01) + \$260 = \$</li> <li><input type="checkbox"/> <b>Over \$100,001:</b> ((total cost of system - 100,000) x 0.005) + \$1,160 = \$</li> </ul> <p style="color: red; font-size: small;">**Please note: We now require the submission of the final verified contract value on any non-residential project valued at \$100,000 or more. This facilitates the determination of the final permit fee, and allows for the refunding of excess fees if the contract value has been reduced. Please make sure you submit this valuation information before requesting a final inspection, as permits will not be closed until the information is verified.</p> <p style="color: red; font-size: small;">You may email to <a href="mailto:qowens@sugarcityidaho.gov">qowens@sugarcityidaho.gov</a> or fax: 208-359-2654. Please ensure your permit number and job address is indicated.</p>	
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**GRAND TOTAL: \$** \_\_\_\_\_

Please transfer this fee to your application