



# Sugar City

## Building Permit Application

Quinton Owens, Building Inspector (208) 541-6400 [gowens@sugarcityidaho.gov](mailto:gowens@sugarcityidaho.gov)

Date of Application Received: \_\_\_\_\_

Permit # \_\_\_\_\_

### OWNER

Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Zip Code \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_ \*

### CONTRACTOR

ID Registration# \_\_\_\_\_

Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Zip Code \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_ \*

Architect/Engineering Firm \_\_\_\_\_ ID License # \_\_\_\_\_

Lot # \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Job Address \_\_\_\_\_

LEGAL DESCRIPTION (ATTACH COPY IF NECESSARY) \_\_\_\_\_

STRUCTURE: ☐ NEW ☐ REMODEL ☐ REPAIR ☐ ADDITION

Main Floor Area \_\_\_\_\_ 2nd Floor Area \_\_\_\_\_ 3rd Floor area \_\_\_\_\_  
Garage Area \_\_\_\_\_ Unfinished Basement \_\_\_\_\_ Finished Basement \_\_\_\_\_  
Number of Stories \_\_\_\_\_ Height of Building \_\_\_\_\_

What will structure be used for?(Include name of business, if applicable) \_\_\_\_\_

If used in Multiple Family Apartments/Units, how many? \_\_\_\_\_

Total Estimated Value \_\_\_\_\_

Building Type \_\_\_\_\_ Zone \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

### FOR OFFICE USE ONLY:

BUILDING PERMIT FEES \_\_\_\_\_

PLAN CHECK FEES \_\_\_\_\_

WATER HOOKUP FEE \_\_\_\_\_

SEWER HOOKUP FEE \_\_\_\_\_

WATER METER COST \_\_\_\_\_

OTHER FEES \_\_\_\_\_

\*Total Permit Fees: \_\_\_\_\_ \*

\* Total Utility Fees: \_\_\_\_\_ \*

We accept cash, check, money order, debit or credit card.

Make checks payable to the "City of Sugar City"

Please Issue Two Checks: 1. Utilities, 2. Permit Fees

GRAND TOTAL FEES PAID: \_\_\_\_\_

Signature of Building Inspector \_\_\_\_\_ Date \_\_\_\_\_

Issued by \_\_\_\_\_ Date \_\_\_\_\_

## SUGAR CITY BUILDING PERMIT CHECK LIST

Building Permit # \_\_\_\_\_

1. The application is complete, including two (24"x36") copies of the plan(s), a drawing showing the size and location of existing buildings on the lot (site plan), and the location and dimensions of the proposed building(s) or alterations.
2. Digital copy of the plan(s) - [clerk@sugarcityidaho.gov](mailto:clerk@sugarcityidaho.gov)
3. The zoning district is identified – check City and Impact Area zoning regulations.
4. It is the owner's responsibility to establish lot lines or property lines and identify the street right-of-way width from recorded City or County records.
5. Setbacks are in conformity with the Ordinance, showing accurate lot lines which abut the street right-of-way. (The curb or edge of the street is not the lot line.)
6. Comer lots must also meet the frontage setback measurement on the side street.
7. Could *Averaging Setbacks* apply to this request? \_\_Yes \_\_No (If yes, refer to P&Z.)
8. An accessory building (shed, garage, shop) is not more than 20% of the rear yard excluding the street right-of-way.
9. Fences shall drop to three (3) feet if placed in front of a house. Special consideration is given to fences on a comer lot.
10. All impact area permits shall be approved by the Planning and Zoning Commission.
11. All requests shall adhere to Sugar City ordinances with special consideration being given to SUPPLEMENTARY CITY ZONING DISTRICT REGULATIONS and PERFORMANCE STANDARDS.
12. EXCAVATION IN CITY STREETS IS PROHIBITED WITHOUT SPECIFIC AUTHORIZATION. In the process of your building project, if it becomes necessary for you to excavate on City right-of-way or within City streets, you must first obtain an excavation permit from the City and post a bond or a security deposit which will be held until the street and right-of-way are restored to their previous condition. An excavation permit is also required for water and sewer connections if there is to be any excavation within the City right-of-way. In this case, the connection fee will serve as the bond and security deposit.
13. RESCheck(energyaudit)–[energycodes.gov/rescheck](http://energycodes.gov/rescheck)
14. The owner will be charged an additional \$50.00 for each corrective inspection.
15. Approval of Madison County Fire Dept. for commercial facilities and subdivisions (see attachment).
16. Design review approval on all commercial and multi-family facilities located in all zones except RI and R2.

\_\_\_\_\_  
City Clerk

Date \_\_\_\_\_

\_\_\_\_\_  
Applicant

Date \_\_\_\_\_

**9-3-7: AREA, FRONTAGE, SETBACK, AND HEIGHT:**

- A. Schedule for districts other than multiple use (see definitions in section 9-2-2 of this title of terms in column headings below):

Zoning District	Area: Lot Size		Frontage	Setback Minimum In Feet					Height
	Min. Interior (Sq. Ft.)	Min. Corner (Sq. Ft.)	Min. Frontage (Ft.)	Front	Rear	Inner Side	Outer Side	Alley Side	Max. (Ft.)
R1	10,000	10,000	100 <sup>1</sup>	20	20	5/10 <sup>2</sup>	20	5	35
R2	8,000	10,000	80 <sup>1</sup>	20	15	5	20	5	35
R3	7,000	8,500	70 <sup>1</sup>	20	15	5	15	5	35
O	-	-	-	20	20	5	20	5	35
CD	-	-	25	-	10	-	-	5	35/40 <sup>3</sup>
C1	2,500	2,500	25	-	10	-	-	5	35
C2	-	-	-	-	-	-	-	-	45
C3	-	-	-	20	15	-	20	5	45
BP	7,500	7,500	75	20	-	5	20	5	35
M1	-	-	50	20	-	-	20	5	45
M2	-	-	50	20	-	-	20	5	45

Notes:

1. A lot in a cul-de-sac shall have a minimum frontage of 50 feet; normal setbacks apply.
2. 1 side setback shall be at least 10 feet unless an alley allows access to the rear yard.
3. Maximum for parapet or front eave is 35 feet; maximum for ridgeline parallel with Center Street is 40 feet.

- B. Schedule for multiple use district (see definitions in section 9-2-2 of this title of terms in column headings below):

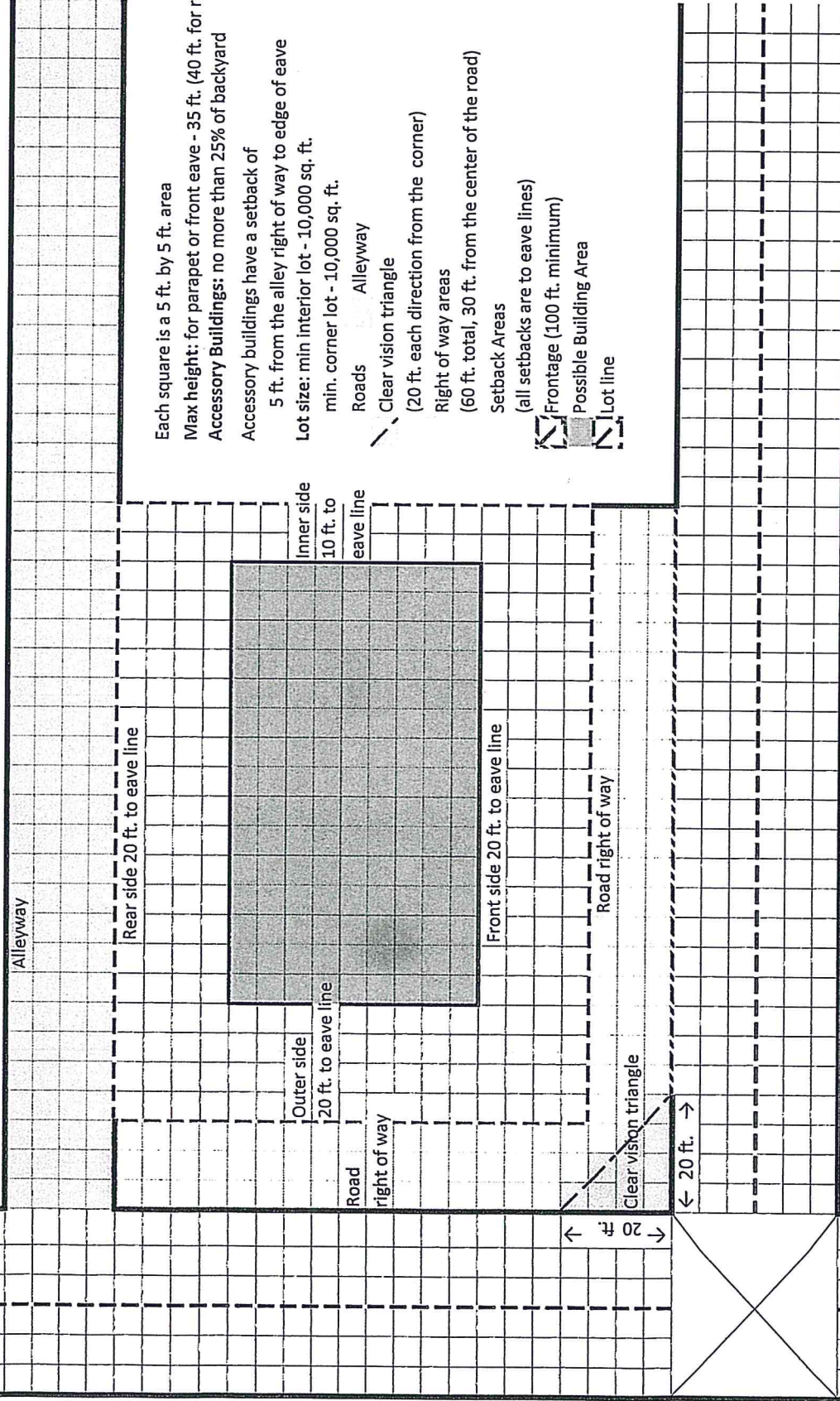
Building Type	Lot Footprint			Setback Minimum In Feet					Height
	Min. Width (Ft.)	Min. Depth (Ft.)	Min. Area (Sq. Ft.)	Front	Rear	Inner Side	Outer Side	Alley Side	Max. (Ft.)
Single-family dwelling	35	50	3,200	15	10	5	15	5	35
Twin home	45	70	5,200	15	10	5	15	5	35
Multi-family dwelling				15	10	5	15	5	35
Vertical mixed use									35
Commercial									35

(Ord. 290, 10-14-2010)



# Building Permits R1

Area, Frontage, Setback, Height



Call Digline at 1-800-342-1585 Ext. 2

Call Public Works Director Arlynn Jacobson for marking sewer & water lines at 208-709-0179

**BUILDER CERTIFICATION FORM**  
MADISON COUNTY BUILDING DEPARTMENT 356-8907

NAME: \_\_\_\_\_ PERMIT NO. \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
Window area:    8%    12%    15%    18%    20%    25%

**INSULATION**

Prescriptive R - Value	Location	Type Manufacturer	Thickness Depth	R-Value	Area Number of Bags	Installer
	Ceiling - Installed Settled					
	Vault - Installed Settled					
	Exterior Wall					
	Floor					
	Basement Wall					
	Slab Perimeter					
	Crawl Space Wall					

Caulking and Sealing \_\_\_\_\_ House Wrap \_\_\_\_\_

**I Certify this house has been insulated to specifications listed above**

Contractor: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Energy Code: 102.5.1.1 Roof/Ceiling insulation. The thickness of roof/ceiling insulation that is either blown in or sprayed shall be identified by thickness markers that are labeled in inches or millimeters installed at least one for every 300 square feet (28m<sup>2</sup>) throughout the attic space. The marker shall be affixed to the trusses or joists and marked with the minimum initial installed and minimum settled thickness with numbers a minimum of 1 inch (25 mm) in height. Each marker shall face the attic access. The thickness of installed insulation shall meet or exceed the minimum initial installed thickness shown by the marker.

(without garage)  
PERIMETER OF THE HOUSE X CEILING HT. = Sq Ft.  
WINDOWS & OPENINGS TOTAL S.F.

$\frac{\text{WINDOWS SF.}}{\text{PERIMETER SF}} = \% \text{ WINDOW AREA.}$