



Sugar City Hall (10 E Center Street)

Phone#: 208-356-7561

Office Hours: Monday- Friday (9am-4pm)

## Building Permit Application

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

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

### OWNER

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

### CONTRACTOR

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

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

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

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

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

LEGAL DESCRIPTION (ATTACH COPY IF NECESSARY)

**STRUCTURE:**     NEW     REMODEL     REPAIR     ADDITION

Main Floor Area \_\_\_\_\_ 2<sup>nd</sup> Floor Area \_\_\_\_\_ 3<sup>rd</sup> 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: \$ \_\_\_\_\_ APPLICATION DEPOSIT PAID? \$ \_\_\_\_\_ YES/NO

PREPAID INFRASTRUCTURE (If Applicable) \_\_\_\_\_ SUGAR CITY PARK IMPACT FUND (If Applicable) \_\_\_\_\_

**TOTAL PERMIT FEES:** \$ \_\_\_\_\_

**TOTAL UTILITY FEES:** \$ \_\_\_\_\_

**OTHER FEES:** \$ \_\_\_\_\_

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) have been sent to - 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 Ordinances, showing accurate lot lines which abut the street right-of-way. (The curb or edge of the street is not the lot line.)
6. Commercial 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. Fences cannot be higher than 6ft. Special consideration is given to fences on a commercial 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(energy audit)-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.
16. Design review approval on all commercial and multi-family facilities located in all zones except RI and R2.
17. **There will be an Application Deposit of \$100** (for 1 & 2 dwelling units or valuation up to \$500,00) **or \$500** (for Commercial Projects) **that will need to be paid when turning application in to the Sugar City Hall Office.**

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

\_\_\_\_\_  
Applicant  
Date \_\_\_\_\_