



Help information for completing Rigby – Basement Finish or Residential Remodel Building Permit Application

You will need to gather the following information to fill in and submit the application:

Type of Structure

Occupancy Class

Number of Bedrooms

Number of Bathrooms

Number of Garage Bays

Fire Sprinkler System Installed

If a Sprinkler is installed, is it required

Parcel Number

Parcel Size (Acre)

City of Rigby Zoning

Location Address

If in Subdivision, the Name of Subdivision, Lot and Block

Is Property in a Flood Zone

Square Footage of basement being finished, or the area being remodeled

Height to top of Gable

Height to bottom of Eave

Distance eave extends from structure

North Setback

East Setback

West Setback

South Setback

Distance from other buildings on the property

Are there canals on the property

Name of Irrigation Canal

Distance from canal high water mark

Sewer Provider

Sewer Permit Number

Water Source

Heat System

General Information:

When filling out the application required items will be one of the following; underlined in red, red asterisk, red lettering annotated behind the document name.

“i” within a circle is a Help Screen. Help screens are available for different cells within the application.

Attach required documents and fully dimensioned plans. Must be in PDF format

ALL CONSTRUCTION MUST COMPLY WITH THE 2018 IRC

All mechanical system(s) must be permitted and inspected by the State of Idaho Division of Occupational and Professional Licenses.

Flood Plain – Verify if property is in a flood plain

If in flood plain: Flood Plain Development Permit Application

Elevation Certificate

City of Rigby Zoning Certificate

Recorded warranty deed.

Access Permit (approved) required from Jefferson County Public Works Department if approach is onto a County Road or from Idaho Transportation Department if the access is onto a state highway.

Septic Permit (approved) from Eastern Idaho Public Health (EIPH). If connecting to an existing or private sewer system an authorization to connect letter from EIPH.

Must attach copy of active Idaho Contractor License.

Site Plan indicating all property lines / setback distances / easements / North arrow / location of all structures new and existing with dimensions / driveway location / canals and rivers / roads / size of parcel.

Specification sheets for individual Roof Truss and full layout details provided by truss manufacturer. Truss design must be stamped by an Idaho licensed engineer.

Floor system design. Engineered Floor Systems must have correct TJ-Expert or BCI floor designs included with plans.

Footings locations / size and steel requirements / foundation walls dimensions and steel requirements / location of all window and door openings / egress windows / depth of window wells / location of retaining walls if any, and all specifications

All framed walls showing bearing walls / beams / beam sizes / location and width of all doors / window openings / header sizes / all areas where treated plates are required

Floor plans for each floor including basement / information on all room designations / location of smoke and CO detectors. Smoke detectors must be hard wired and interconnected.

All four elevations / front / rear / sides / showing orientation / N. S. E. W.

Building cross sections / showing footing to roof components / footing depth / types of wall coverings / drywall / brick / stucco / etc. / stair cross-section including handrail height / riser height / tread width / headroom / railing height / spacing of spindles / all covered porches / landings / decks / retaining walls over four feet in height

Complete door and window schedule including make, type, size, distance from floor, U-value and any special glazing i.e. tempered, etc.

Minimum 15 business days may be required for plan review

Required Documents to be attached (must be in PDF format):

Complete set of Plan

Floor Plan

Idaho Contractor License

Rigby Zoning Certificate

Septic Permit

Site Plan

Warranty Deed

When you are ready to submit a permit application please go to:

[Jefferson County Planning, Zoning & Building Permit & Application Portal](#)

Minimum of 24 hours notice is required to schedule an inspection