



Help information for completing Rigby – Single Family Dwelling, Townhouse & Additions Building Permit Application

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

Type of Structure

Occupancy Class

Construction Type

Number of Bedrooms

Number of Bathrooms

Number of Garage Bays

Fire Sprinkler System Installed

If Fire Sprinkler System is installed, is it required

Building Height above ground

Parcel Number

Parcel Size (Acre)

City of Rigby Zoning

Location Address (if already assigned by Jefferson County)

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

Is Property in a Flood Zone

Square Footage of all types of space in structure (living space, finished garage, basement, etc.)

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.

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.

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.

Footing locations / size and steel requirements / foundation walls dimensions and steel requirements

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

Floor plans for each floor, to include dimensions, and information on all room designations.

Copy of Idaho Contractor's License (or Contractor Exemption form completed)

Minimum 15 business days may be required for plan review

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

Complete set of Plan

Engineered Truss Design

Floor Layout

Floor Plan

Idaho Contractor License

Rigby Zoning Certificate

Site Plan

Truss Layout

Warranty Deed

Recommended Labels (required if property accesses county road or state highway, or property requires a state septic permit):

Access Permit

Septic Permit

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