



Help information for completing Rigby – New Commercial & Addition Building Permit Application

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

Description of Work

Type of Structure

Fire Sprinkler System Installed

If Fire Sprinkler System is installed, is it required

Occupancy Class

Construction Type

Designed Occupancy Load

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 (office space, storage (for storage building), etc.)

Height to top of Gable

Height to bottom of Eave

Distance eaves extend 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 DIGITAL PLANS ARE REQUIRED FOR PERMITS

All attachments must be in PDF format. When you reach the AttachDocs section of your application click on Required Documents. You must submit each of the required documents, labeled as shown in that section to submit the permit application. You may attach additional documents.

City of Rigby Zoning Certificate.

COMMERCIAL PLANS (WHICH MUST INCLUDE A CODE ANALYSIS STATING OCCUPANCY CLASS) MUST BE DESIGNED AND STAMPED BY AN IDAHO LICENSED ARCHITECT.

Plans to comply with 2018 IBC and IFC.

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

Site Plan must show 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.

Recorded Warranty Deed

Access Permit, Approved, is 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. If there is plumbing in the structure, and if the City Parcel is unable to connect to City of Rigby Sewer system then a Septic Permit (approved) from Eastern Idaho Public Health (EIPH). If connecting to an existing septic system an authorization to connect letter from EIPH.

Flood Plain – Verify if property is in a flood plain

If property is in flood plain: Flood Plain Development Permit Application Elevation Certificate

Minimum 20 business days may be required for plan review

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

Architect Stamped Commercial Plans

Engineered Truss Design

Idaho Contractor license

Rigby Zoning Certificate

Site plan

Truss Layout

Warranty Deed

Water and Fire Suppression Plan

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

Septic Permit (required if structure has plumbing)

Access Permit (If property needs access off county road or state highway)

Written Consent (required from owner, if leasing the structure)

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