

Here's a **concise and clear guide** to help you complete the **Menan – Single Family Dwelling, Duplex, Modular Home Building Permit Application**. This will ensure you gather all the required info and documents efficiently.

☒ **Information You'll Need to Gather**

◆ **Property and Structure Details**

- **Type of Structure** (e.g., single-family dwelling, modular)
- **Occupancy Class** (e.g., R-3 for residential)
- **Construction Type** (e.g., Type V for wood-frame)
- **Number of Bedrooms & Bathrooms**
- **Number of Garage Bays**
- **Fire Sprinkler System:** Installed? Is it required?
- **Building Height Above Ground**
- **Height to Top of Gable / Bottom of Eave**
- **Eave Extension Distance**

◆ **Lot/Parcel Details**

- **Parcel Number & Size (in acres)**
- **Location Address** (if assigned)
- **Zoning** (City of Lewisville Zoning)
- **Subdivision Name, Lot & Block (if applicable)**
- **Flood Zone:** Yes or No

◆ **Setbacks & Structures**

- **Square Footage of All Spaces:** Living, garage, basement, etc.
- **Setbacks:** North / East / West / South
- **Distance from Other Buildings on Property**
- **Presence of Canals:** Name, Distance from Canal High Water Mark

◆ **Utilities & Systems**

- **Sewer Permit Number**
 - **Water Source** (e.g., well, city water)
 - **Heat System** (e.g., propane, electric, furnace)
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Documents You Will Need to Attach (PDF Format Only)

- ✓ Complete Set of Plans
- ✓ Engineered Truss Design
- ✓ Truss Layout
- ✓ Floor Plan & Floor Layout
- ✓ Site Plan

Include: property lines, setbacks, easements, north arrow, all structures, driveway, canals, parcel size

- ✓ Idaho Contractor License (*or Contractor Exemption Form*)
- ✓ Menan Zoning Certificate
- ✓ Warranty Deed

♦ Recommended if Applicable:

- Access Permit
(Required if accessing a county road or highway)



Other Requirements

- **Flood Zone?** If Yes, also submit:
 - Flood Plain Development Permit Application
 - Elevation Certificate
- **Access Permit:** From Jefferson County Public Works or Idaho Transportation Department
- **Septic Permit** or Authorization to Connect (from EIPH)
- **All Mechanical Systems** must be permitted and inspected by **State of Idaho Division of Occupational and Professional Licenses**
- **2018 IRC** compliance is required for all construction



Timelines & Process

- **Permit Application Complete:** Time to notify if application is complete 10 business days
- **Plan Review Time:** Minimum of 15 business days, from when we receive a complete building permit application
- **Inspection Scheduling Request(s):** Minimum of 24 hours in advance

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-  **Submission**
 - Submit your application via the:
[Jefferson County Planning, Zoning & Building Permit & Application Portal](#)
 -  **Portal Usage Tip:**
[Building Permit & Application Portal Guidance](#)