

Guidance to Determine

Building Permit Application Jurisdiction, Category, and Type

The public portal uses icon-based selections for permit categories, types, and applications. To submit the correct building permit application, you must select the correct jurisdiction and application type.

1. Jurisdiction

Step 1: Determine the correct jurisdiction for the property. This is not based on your mailing or physical address. Instead, it depends on whether the property is:

- - Within unincorporated Jefferson County
- - Or within the boundaries of an incorporated city (e.g., City of Lewisville, City of Menan or City of Rigby)

Notes:

- - Properties located in the City of Mud Lake use Jefferson County permits.
- - Jefferson County does not handle permits for:
 - - City of Ririe
 - - City of Roberts

2. Permit Categories and Application Types

A. COMMERCIAL

- - Commercial – New Construction / Addition
- - Commercial – Signs & Towers

B. NONCOMMERCIAL

- - Manufactured/Mobile Home
 - - Permanently mounted on a metal trailer frame
 - - Does not include modular homes
- - Detached Accessory Building
 - - Includes pole barns, lean-tos, shops, sheds, conex boxes, greenhouses, etc.
- - Basement Finish or Residential Remodel
- - Accessory Dwelling Unit (ADU)
 - - Maximum 1,200 sq. ft. of living space
 - - Maximum 2 bedrooms

- - Single Family Dwelling
 - - Traditional residence
 - - Duplex (Allowed in City of Rigby)
 - - Modular home
 - - Townhouses (Allowed in City of Rigby)
 - - A single unit from ground to sky
- - Non-Commercial New Addition
 - - Additions to any non-commercial structure (e.g., single-family home, detached shop, pole barn, etc.)

C. AG EXEMPT BUILDING

- - AG Exempt Building Permit
 - Must meet the requirements as outlined in the [AG Exempt – Understanding of Policy and Affidavit](#)

D. SOLAR ARRAY PERMITS

- - Non-Commercial Solar Arrays
 - - Solar systems mounted either on a structure or upon the ground

E. ZONING CERTIFICATE (<200 Sq. Ft.)

- - Required for structures less than 200 sq. ft.
 - This is required for structures located within unincorporated Jefferson County

☒ Summary of Key Considerations

- - Jurisdiction is based on location, not address.
- - Carefully select between Commercial, Noncommercial, Solar, or Zoning Certificate categories.
- - Choosing the correct application type ensures faster processing and fewer delays.