

Accessory Dwelling Unit (ADU) Building Permit Application – Help Guide



Information to Gather Before Starting the Application

◆ Structure & Use Details

- **Type of Structure** (e.g., ADU, garage with attached dwelling unit)
- **Occupancy Class** (e.g., R-3 Residential)
- **Construction Type** (e.g., Type V Wood Frame)
- **Number of Bedrooms** (maximum of 2 allowed)
- **Number of Bathrooms**
- **Number of Garage Bays** (if any)
- **Fire Sprinkler System:**
 - Is it installed?
 - Is it required?

◆ Building Dimensions

- **Building Height Above Ground**
- **Height to Top of Gable**
- **Height to Bottom of Eave**
- **Distance Eave Extends from Structure**

◆ Square Footage Breakdown

- **Living Area** (sq. ft.)
 - Maximum of 1200 sq. ft allowed, this includes basement living area
- **Garage** (finished/unfinished)
 - If applicable
- **Basement** (finished/unfinished)
 - If applicable
- **Other enclosed spaces**

◆ Property Details

- **Parcel Number**
 - This is also called a Tax ID Number

- **Parcel Size (acres)**
- **Zoning Classification (County)**
- **Property Address** (if assigned)
- **Subdivision Info:**
 - Name of Subdivision
 - Lot & Block Number
 - You may find this on the warranty deed
- **Flood Zone Status:**
 - Is the property in a flood zone?
 - If yes:
 - ☐ Floodplain Development Permit
 - ☐ Elevation Certificate

◆ Setbacks & Nearby Features

- **Setbacks:**
 - North
 - East
 - West
 - South
- **Distance from Other Structures**
- **Canals:**
 - Are there canals on or near the property?
 - Name of Irrigation Canal
 - Distance from Canal High Water Mark

◆ Utilities

- **Sewer Provider**
- **Sewer Permit Number** (or EIPH authorization to connect)
- **Water Source** (e.g., private well, city water)
- **Heat System** (type of heating: electric, propane, etc.)

Required Documents to Upload (PDF Format Only)

 Document Name	Details
☒ Site Plan	Include all structures, property lines, setbacks, driveways, etc.

 Document Name	Details
☒ Floor Layout	Overall space plan with room functions
☒ Floor Plan	Detailed, labeled plan per floor with dimensions
☒ Truss Layout	Diagram showing truss locations
☒ Engineered Truss Design	Manufacturer-provided structural specs, stamped by Idaho Licensed Engineer
☒ Access Permit	Required if connecting to county or state roads
☒ Septic Permit	Or EIPH authorization letter if connecting to existing system
☒ Complete Set of Plans	Full architectural and structural plans
☒ Warranty Deed	Proof of property ownership or lease agreement authorizing you to build or remodel structure on the property.
☒ Idaho Contractor License	Or completed Contractor Exemption form

General Requirements

-  **All construction and plans must comply with the 2018 International Residential Code (IRC).**
 -  **Mechanical systems** must be permitted and inspected by the **Idaho Division of Occupational and Professional Licenses**.
 -  If in a **floodplain**, these are required:
 - Floodplain Development Permit, and
 - Elevation Certificate are required.
 -  **Access Permit** required from:
 - Jefferson County Public Works (for county roads), or
 - Idaho Transportation Department (for state highways)
 -  **Septic Permit** required from **Eastern Idaho Public Health (EIPH)**
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Timelines & Submissions

- **Permit Application Complete:** Time to notify if application is complete 10 business days (this is timeframe to notify if required documents are included in the application, not whether the required documents pass review.)
- **Plan Review Time:** Minimum **15 business days**

- **Inspection Scheduling Request(s): Minimum 24 hours' notice**
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- **Submission**

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

-  **Portal Usage Tip:**
[Building Permit Application Guide – Cityworks Public Portal](#)



Resource Information

You may obtain some of the required items from the following sources.

- [Sample Site Plan](#), this will show you information required to draw a site plan
- Access Permit is obtained from Jefferson County Road & Bridge or Idaho Transportation Department
- Septic Permit is obtained from Eastern Idaho Public Health
- Warranty Deed contact the Jefferson County Clerk's Office
- Zoning Information & Subdivision Information may be located by using the [Zoning Public Use Map](#)
- Electrical, HVAC and Plumbing permits are obtained from the Idaho Division of Occupational Professional Licensing
- Full architectural and structural plans may be obtained from an Idaho licensed design professional
- Engineered truss design is usually obtained from the truss company that is building your trusses
- Elevation Certificate is obtained from an Idaho licensed surveyor
- [Floodplain Development Permit](#) may be located on the Jefferson County website
- [Setback information](#) may be located on the Jefferson County Website