

## Building Permit Application

- ✓ **A Building Permit is required for:**
    - New structures or additions larger than 200 square feet
    - Any new structure meant to be inhabited
    - Changes to structural elements, supports, trusses, or foundations
    - Other structures that could pose substantial risks
  - ✓ It is the responsibility of the property owner to submit a complete application for review. Incomplete applications will be denied.
  - ✓ All applicants must schedule a meeting with City Staff to submit an application. Please contact Community Development Staff to make an appointment.
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### General Requirements

- **See the 2018 International Building Codes as adopted by the State of Idaho and Title 9 of Bellevue City Code for building code requirements.**
    - All code references in plans should be to the relevant 2018 code, as amended.
  - For **residential** structures:
    - **Ground Snow Load:** 80 pounds
    - **Wind Speed:** 70 miles per hour
    - **Seismic Design Category:** C.
    - **Frost Depth:** 24 inches
  - The following must be provided to Staff as part of your application. *All architectural drawings, engineered plans, and calculations must be stamped and signed.*
    - **Site Plan**
    - **Construction Plan** (*including material storage area and waste management*)
    - **Architectural Plans**
    - **Engineered Plans**
    - **Structural Calculations**
    - Electrical, Mechanical, and Plumbing Plans (*only for commercial projects*)
    - *Any other plans which are necessary to understand the project.*
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### Case-Specific Requirements

- **Your project may have components which require Planning & Zoning approval.** To be informed about the specific approvals needed, it is highly recommended to schedule an informal meeting with Staff as early in project planning as possible.

- Additional Building & Safety, Public Works, and other permits may be required depending on your project, including Water & Sewer Permits, Encroachment Permits, and Fence Permits. Please discuss with Staff.
- All building projects in the B – Business Zone, LI – Light Industrial Zone, LI/MB – Light Industrial Mixed Business Zone, LB/R – Limited Business Residential Zone, and T – Transitional Zone must gain **Design Review Approval**. Please discuss with Staff.
- **Structures built before 1941 may have historic value**. Before you commit to substantial changes to a historic structure, Staff highly recommends finding a way to rehabilitate and reuse it, preserve historic elements, and maintain period-accurate materials and design.
- **Work within the 1% Floodplain requires a Floodplain Development Permit**. Please discuss with Staff.
- **Manufactured Homes** are permitted differently than other structures. Please discuss with Staff.

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### Plan Review

- **The City of Bellevue contracts with the Idaho Department of Occupational and Professional Licenses (DOPL) for plan review.**
- Plan to wait **1-2 months** for DOPL to review your project. Projects which are complex or require multiple revisions may take longer.
- Staff will manage your application in the DOPL system and upload all files for your project. If DOPL requires changes, you will need to revise plans and provide them to Staff for reupload.

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### Contacts

<b>Brian Parker</b>	<b>Community Development Director</b>	<a href="mailto:bparker@bellevueidaho.us">bparker@bellevueidaho.us</a>	<b>(208) 913-0187</b>
<b>Carter Bullock</b>	<b>Planner</b>	<a href="mailto:cbullock@bellevueidaho.us">cbullock@bellevueidaho.us</a>	<b>(208) 309-6110</b>

### Expiration & Inspections

- Once issued, your building permit will be valid for 180 days, at which point it will automatically be renewed if you have scheduled or received at least 1 inspection.

### Fee Schedule

- Building Permit Fees are based on the valuation of your project. Using the square footage of your project, Staff can likely provide an estimated valuation. However, you may opt to provide Staff with your own signed valuation.

### Base Permit Fee

<i>Construction Valuation</i>	<i>Permit Fee</i>
\$1 - \$500	\$25.80
\$501 - \$2,000	\$25.80 for the first \$500 + \$3.00 for each additional \$100, or fraction thereof, to and including \$2,000.
\$2,001 - \$25,000	\$89.89 for the first \$2,000 + \$16.52 for each additional \$1,000, or fraction thereof, to and including \$25,000.
\$25,001 - \$50,000	\$508.50 for the first \$25,000 + \$11.80 for each additional \$1,000, or fraction thereof, to and including \$50,000.
\$50,001 - \$100,000	\$835.59 for the first \$50,000 + \$8.26 for each additional \$1,000, or fraction thereof, to and including \$100,000.
\$100,001 - \$500,000	\$1,289.89 for the first \$100,000 + \$6.49 for each additional \$1,000, or fraction thereof, to and including \$500,000.
\$500,001 - \$1,000,000	\$4,197.41 for the first \$500,000 + \$5.61 for each additional \$1,000, or fraction thereof, to and including \$1,000,000.
\$1,000,001+	\$7,279.84 for the first \$1,000,000 + \$4.13 for each additional \$1,000, or fraction thereof.

### Additional Fees

Plan Review Fee	65% of Base Permit Fee
Fire Dept. Review Fee	35% of Base Permit Fee

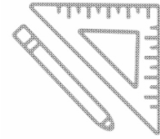
- For new commercial structures and residential dwellings, other fees (including impact fees) will be required. Please discuss with Staff.

Application Fee: Contact Staff

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# CITY OF BELLEVUE Building Permit Application



<b>PROPERTY OWNER</b>		<input type="checkbox"/> <b>BILLING CONTACT</b> <input type="checkbox"/> <b>PERMITTING REP.</b>	
Name:		Name:	
Mailing Address:		Mailing Address:	
Phone Number:		Phone Number:	
Email:		Email:	
<b>CONTRACTOR</b>		<b>ARCHITECT</b>	
Name:		Name:	
Mailing Address:		Mailing Address:	
Phone:		Phone:	
Email:		Email:	
Registration Number:			
<b>SITE INFORMATION</b>			
Site Address:			
Lot:	Block:	Subdivision:	
<b>DESIGN CRITERIA</b>			
Minimum Roof Snow Load:		Ground Snow Load:	
Wind Speed & Exposure:		Frost Depth:	
Seismic Design Category:		Floodplain: <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>NARRATIVE: (WRITE DESCRIPTION OF PROJECT)</b>			

Applicant Check	Required Documents	Staff Check
<input type="checkbox"/>	Completed Building Permit Application ( <i>This Document</i> )	<input type="checkbox"/>
<input type="checkbox"/>	All Required Documents and Drawings ( <i>See "General Requirements"</i> )	<input type="checkbox"/>
<input type="checkbox"/>	Project Meets Design Criteria	<input type="checkbox"/>
<input type="checkbox"/>	Application Fee	<input type="checkbox"/>

- I acknowledge that a complete application is required for review and the failure to submit all required documentation may result in the denial of the permit.
- I acknowledge that application fees are non-refundable,
- I acknowledge that the permit must be reviewed and approved by the City of Bellevue prior to the start of construction.
- I acknowledge that Bellevue staff and/or contracted inspectors may need to access the property.
- I acknowledge that it is the responsibility of the property owner to locate all utilities prior to the start of construction.

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Property Owner Signature

Date