

City of Donnelly

PO Box 725
169 Halferty Street
Donnelly, Idaho 83615
Phone: 208-325-8859



Permit Application Information and Instructions

Any questions regarding this information may be answered by calling City Hall at 325-8859. Office hours are 9:00 a.m. to 5:00 p.m. Monday through Thursday. Please leave a detailed message after hours or on the weekends.

Valley County currently does all inspections for the City of Donnelly.

City of Donnelly is currently working out of the 2012 International Residential Code, 2012 International Energy Conservation Code, and the 2012 International Building Code. Please check with the Building Department for all local ordinances relating to construction.

Application Directions

The following are step-by-step instructions for filling out a building permit application.

- **Fill out numbered spaces only (Numbers 1-14)**
- **Property Information (Numbers 1-3)** Fill in known information first. We will help you with any questions and help fill in the blanks.
- **Owner/Contractor (Numbers 4-8)** Write in your complete name, address and phone number. If the contractor is filling out the application, he/she **must provide the owner information including complete mailing address and phone number. All permits are filed under the owner's name.**

If there is no contractor, architect, or designer, then please leave these areas blank. **A contractor registration number is required before construction begins.**

- **Manufactured Home Installers (Number 9)** An installer licensed by the State of Idaho **or** the homeowner may place a manufactured home. The installers' name, address and license number must be included on the completed application. The Vehicle Identification Number (VIN) for the home must also be provided.

- **Project (Numbers 10 and 11)** Please describe your project as completely as possible, for example:

* New single-family residence (24' x 40') with loft (20' x 24') & attached garage (24' x 24'), 3 bedrooms

* Detached 12' x 16' storage shed

* 26' x 66', 3 bedroom, 1999 MH on foundation