

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. Please remember to give at least 24 hours' notice when scheduling your inspections.

City of Donnelly is currently working out of the 2018 International Residential Code, 2018 International Energy Conservation Code, and the 2018 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)** You can find this information on your property tax paperwork or by calling Valley County Assessor's Office.

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
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- **Change of Use (Number 12)** Leave this blank unless you are changing the occupancy of the property from residential to commercial, agricultural to residential, etc.
- **Valuation (Number 13)** This amount is figured as valuation of the structure when completed, not as the cost to build. Please see page 7 for information on how we arrive at specific values. Land is not included.
- **Signature (Number 14)** be sure to sign your application. Either the owner or contractor may sign. Both signatures are not required. All permits are issued under the property owners' name. If one is acting as an agent to sign an application, the owner must provide a letter of authorization.

Submittal of the Application

Please submit the following:

- A Completed Application
- Site Plan Drawing, 2 Copies
- Construction Plan Drawings, 2 Copies
- Engineering with Idaho Stamp, 2 Copies*
As of July 15, 2019, all plans MUST include structural calculations*
- Res Check **
- Homeowners Association or Architectural Review Committee Approval, 1 Copy ***
- Site Plan Showing Outdoor Lighting
- Completed Driveway Plan
- Wood-Stove Insert Application if applicable

***All construction plans shall be stamped by an Idaho licensed engineer or architect and must include structural stamped by an Idaho licensed engineer.**

****Res Check simplifies residential energy code compliance by automating the trade-off calculations.**

*****Only required when active in your subdivision. Letter, fax, stamped plans, or signature of appropriate person may receive approval. This is done as a courtesy by the Building Dept.**

Permits are required by the State of Idaho for all plumbing, electrical and HVAC (heating, ventilation, and air conditioning) installations and the state provides these inspections. Fees for these permits are separate from Donnelly's building permit and plan review fees. The city does not provide applications for these permits. **See page 5 for more information.**

Please be sure your application is legible. If you scan it and send it via email, be sure it is a clean scan and not a photo of your application. Please allow approximately 20 working days for your application to be processed. We process each application received in a timely manner. Fees are due at time the permit is issued.

Issuance of Building Permit

We will call you as soon as your permit is ready to be issued. You may either pick it up at our office or arrange to have it mailed to you. At this time the Building Department accepts cash or check only for payment. You will be given a red permit card to be posted at your job site, a job copy of your plans to remain on site, an inspection pamphlet, and a receipt. You are required to post your house numbers and red card prior to starting construction. Please call for more information.

INSPECTIONS REQUIRED:

- Soils/Excavation
- Footing/Hole
- Foundation
- Slab
- Roof and Wall Sheathing
- House Wrap, Ice and Water Shield
- Roof Covering
- Frame
- Insulation*
- Siding
- Final

Please remember to give at least 24 hours' notice when scheduling your inspection.

Please check with us about any additional inspections before construction.

*Insulation installers shall provide a certification listing the type, manufacturer and R-value of insulation installed in each element of the building thermal envelope. Sec. N1101.16 2018 IRC

PLUMBING, ELECTRICAL AND HVAC INSPECTIONS:

Plumbing, electrical and HVAC inspections require a permit from the Idaho Division of Building Safety whether a licensed installer or the homeowner does the work. If a licensed contractor does the work, they will pull the necessary permits. If the homeowner plans to do any of the work the homeowner must obtain the necessary permits. **Electrical, HVAC and plumbing permits** may be obtained online through the Idaho Department of Building Safety at dbs.idaho.gov or by calling 208-332-7100.

Exception: wood-stove inserts will be inspected and permitted by Valley County. All commercial installations must be performed by a licensed contractor.

State of Idaho Inspectors

Electrical: Kevin Hubble 208-863-0231

Plumbing: Tim Grove 208-469-0411

HVAC: Zach Grigsby 208-271-6883

GENERAL PLAN REQUIREMENTS

PLANS, IN GENERAL, MUST CONTAIN THE FOLLOWING INFORMATION:

- Fully dimensioned foundation/basement plan drawing, cross section drawing, and fully dimensioned floor plan drawing which include:
 - Window and door sizes and locations (fixed and operable)
 - Room occupancy identification
 - Smoke detector/carbon monoxide alarm locations
 - Mechanical installations location (indicate type). **All habitable rooms shall be provided with heating facilities capable of maintaining a room temperature of 68° F (20°C) at a point 3 feet (914 mm) above the floor.**
- Framing detail cross-section drawing which includes:
 - Framing detail cross-section drawing which includes:
 - Roof/ceiling (Sizing, spacing, and location of all rafters, beams, columns, joist, etc.)
 - Floors (Sizing, spacing and location of joists and their supports)
 - Walls (Sizing and spacing for all wall members)
 - Roof sheathing, wall siding, and sub-flooring
 - Fireplace sections, stair sections, structural connections, truss design, etc.
 - Detail of fire stopping at penetrations, when present.
 - Specifications for materials including grade, species, size, allowable stresses, etc.
- Roof plan overview drawing.
- Elevation plan drawings with all views and their adjacent grades.
- The designer or owner must certify that the plans are designed in compliance with 2018 International Residential Code, 2018 International Building Code, 2018 International Energy Conservation Code, and Valley County Ordinances. Certification may be in the form of a signed statement on both sets of plans submitted for approval. Engineering with calculations shall be included.
- Remodels/additions require the same information.

DESIGN LOADS:

Live Snow Load = 120 lbs.

Seismic Zone = D

Frost Depth = 24”

Wind = 115 mph minimum, determined by exposure.

All plans must be legible, drawn to scale, and contain the required information. If you need assistance with your plans, contact a qualified engineer, architect, or designer. The Building Department is not allowed to design structures.

DEMOLITION/REMOVAL: Permits to demolish or remove any structure, including mobile homes, are required. The fee is \$16.50. All that is needed is a completed application and site plan. This permit will allow the value of the structure to be removed from your tax assessment.

VIOLATIONS: A completed application, construction plans, and site plans are required even though the structure may be complete or several years old. Please follow the directions as if you were applying for the permit prior to building the structure. A fee and fine will be assessed.

REPAIRS / ALTERATIONS: If you are planning a change to an existing structure it is best to speak with the Building Official before applying. The Building Official will determine the extent of any required plan drawings and may arrange to inspect the structure prior to issuing the building permit.

EXEMPT STRUCTURES: Permits are not required for one-story detached structures used as tool and storage sheds, playhouses and similar uses, provided the floor area **does not exceed 200 square feet**. This exemption excludes snow roofs for RVs. Building setbacks are still applicable. Decks not exceeding 200 square feet in area and are not more than 30 inches above grade at any point, are not attached, and do not serve the exit door, do not need to be permitted. Please call our office for the full list of work exempt from permits.

MANUFACTURED HOMES:

For NEW manufactured and mobile homes built after 1976 please submit the following:

- Foundation plan drawings and cross-section drawings, either full perimeter concrete, all-weather wood or block foundation, are required, including marriage line detail for double and triple-wides and blocking and tie down criteria.
- Foundation and standard set plans complying with current Idaho Manufactured Home Installation Standards.
- Stairway and landing detail drawings drawn to current adopted codes. Complete construction plans and an additional fee are required for added decks, entries, snow roofs, etc.
- Floor plan drawings with room occupancy identification. Also provide roof snow loading.

Both the manufactured home and foundation must be placed by an installer licensed in the state of Idaho or by the homeowner. Vehicle Identification Number is required upon request. Installation of the home must comply with the Idaho Manufactured Home Installation Standard. This information may be obtained online at the Division of Building safety website at www.dbs.idaho.gov or by calling 208-332-8986 or toll free at 1-800-955-3044.

For pre-1976 mobile homes a certificate from the Idaho Division of Building Safety is required prior to issuance of a building permit. Contact the Division of Building Safety, Manufactured Housing at 1090 E. Water Tower St., Meridian, Idaho 83642 or call the above numbers for information. We also have this available in our office.

Note: Snow Load Requirement: Building Department requires that a manufactured home be purchased with a live snow load design rating required for the specific area it is to be placed. All used mobile homes placed in Donnelly must meet snow loading requirements or have a snow roof built to current county code and county design requirements.

Other structures related to the manufactured home such as a snow roof/cover, deck, entry, etc., require a separate permit. Snow roofs for manufactured homes must be free standing and not rely on the manufactured home for support or structural stability. Porches, decks, entries, additions, etc. may or may not be allowed to be attached to a manufactured home depending on the snow load of the structure. These additions shall be designed and constructed in accordance with provisions of the 2018 International Codes.

MODULAR HOMES: Two complete sets of construction plans must be submitted for modular homes even though they are pre-manufactured; this includes foundation plans. Modular homes are required to meet the 120 pound per square foot live snow load, depending on the location. You can call Valley County Building Department to determine the correct snow load requirement. Also submit two copies of a fully dimensioned site plan (see page 8) and a completed application.

“Modular building” means any building or building component, other than a manufactured or mobile home, which is of closed construction and is either entirely or substantially prefabricated or assembled at a place other than the building site. (Idaho Statute 39-4301 (7))

MOVED STRUCTURES: Relocated structures may require an inspection from the Valley County Building Official prior to submitting an application for a permit. Please call and discuss this with the Building Official at 382-7114 and the following state inspectors: HVAC, 208-469-0411, Electrical, 208-

863-0231, Plumbing, 208-514-6753. **Plans must include a foundation plan drawing, a cross-section drawing and a floor plan drawing with room occupancy identification.** All relocated structures placed on new foundations must conform to 2018 International Building Code and 2018 International Residential Code.

COMMERCIAL OR COMMUNITY TYPE STRUCTURES: An approved Conditional Use Permit from Donnelly Planning and Zoning Department may be required. **Plans must be stamped by a licensed architect or engineer** with certification that the plans are designed in compliance with 2018 International Codes and City of Donnelly Ordinances.

ACCESS PERMITS/IDAHO TRANSPORTATION DEPT: Required only if you are creating a new driveway approach or changing the use or width of an existing approach off State Highway 55. You can contact them at Idaho Transportation Department, 3311 W. State Street A, P.O. Box 7129, Boise, Idaho 83707-1129, or call at 208-334-8000.

EXPIRATION OF PERMITS: Permits shall expire without notification if the work authorized by the permit is not commenced within 180 days from issue date or if work is suspended for a period of 360 days. If we don't hear from you for a time, you may receive a letter inquiring if you are still working on your project. Please keep in touch with this department on the status of your project to prevent closing of the permit and a re-issue fee being charged.

DONNELLY FIRE must sign off on all propane tanks placed in their districts. This inspection must be performed and finalized by them before the Building Department can sign off on a final inspection and/or issue a certificate of occupancy. Contact Donnelly Fire at 208- 325-8619.

FLOOD DAMAGE PREVENTION ORDINANCE: Valley County and the City of Donnelly adopted a Flood Damage Prevention Ordinance and has Flood Insurance Rate Maps that show the identified flood prone areas of Donnelly. The Flood Plain Coordinator will review each application and a decision will be made on the location of the proposed site. The Land Use and Development Ordinance also regulates construction in flood prone areas. You can contact the City Hall more information at 208-325-8859.

FEES AND VALUATIONS:

TOTAL VALUATION	FEE
\$1.00 to \$500.00	\$24.00
\$501.00 to \$2,000.00	\$24.00 for the first \$500.00 plus \$3.00 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$40,000.00	\$69.00 for the first \$2,000.00 plus \$11.00 for each additional \$1000.00, or fraction thereof, to and including \$40,000.00
\$40,001.00 to \$100,000.00	\$487.00 for the first \$40,000.00 plus \$9.00 for each additional \$1000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1027.00 for the first \$100,000.00 plus \$7.00 for each additional \$1000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3827.00 for the first \$500,000.00 plus \$5.00 for each additional \$1000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 to \$5,000,000.00	\$6,327.00 for the first \$1,000,000.00 plus \$3.00 for each additional \$1000.00, or fraction thereof, to and including \$5,000,000.00
\$5,000,001.00 and up	\$18,327.00 for the first \$5,000,000.00 plus \$1.00 for each additional \$1,000.00, or fraction thereof

OTHER PERMIT FEES

- Manufactured homes on blocks ▪ set fee of \$135.00.
- Manufactured homes on full perimeter concrete or all-weather wood foundation ▪\$135.00 set fee plus charge for foundation.
- Plan review fees are added to all permits.
- Electrical, plumbing and HVAC fees will be accessed by the State of Idaho.

How the Building Department Determines the Valuation of a Building Permit

This Department uses class and the square footage of a structure to figure the construction valuation. The following dollar figures per square foot are used:

Type of Structure	Class 5	Class 6	Class 7	Class 8
Residential (first and second floor)	60.00	84.00	102.00	204.00
Garage (attached)	26.40	31.20	42.00	72.00
Garage (detached)	32.40	37.20	48.00	78.00
Basement (finished)	30.00	36.00	48.00	52.80
Pole Structure	12.60	12.60	12.60	12.60
Roof Structure (snow roof, covered deck, carport, open hay shed, etc.)	10.50	10.50	10.50	10.50
Open Deck (no roof)	7.68	7.68	7.68	7.68
Concrete Only (as in permanent foundation under manufactured home)	5.00	5.00	5.00	5.00

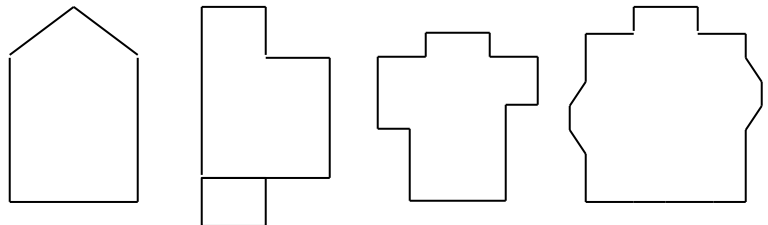
For Example: On an application for a Class 5 New Residential Structure (2,000 square feet) with an attached garage (800 square feet), with covered decks, (400 square feet) and a finished basement (700 square feet) the following calculations are used.

New Residential	2,000 sq. ft. x \$60.00 =	\$ 120,000
Garage - Attached	800 sq. ft. x \$26.40 =	\$ 21,120
Covered Decks	400 sq. ft. x \$10.50 =	\$ 4,200
Finished Basement	700 sq. ft. x \$30.00 =	\$ 21,000
	Total Value	\$ 166,320

The fee for this permit would be \$ 1,496.00
+ 35% plan review fee \$ 523.60 = **\$2,019.60**

Class 5	Class 6	Class 7	Class 8
4 to 5 sides	6 to 8 sides	9 to 15 sides	16 + sides

NOTE: These pictures are residence only, no garage included.



SITE PLAN REQUIREMENTS

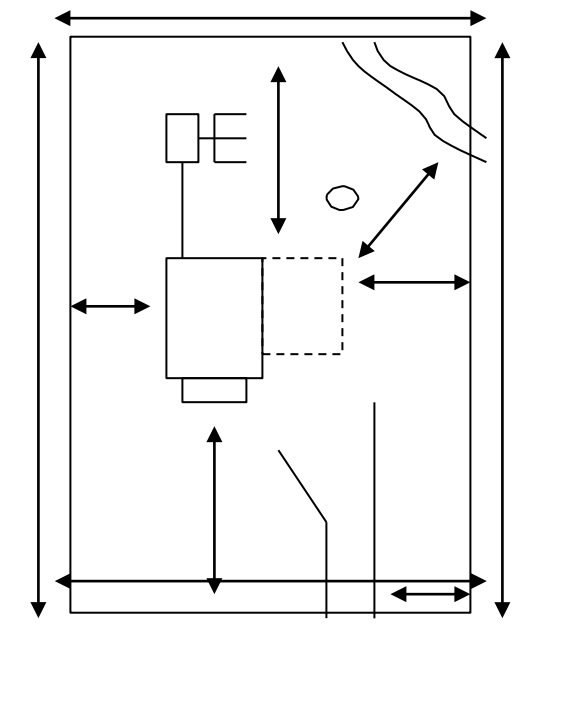
- The site plan must be fully dimensioned and include existing and proposed structures, well and septic locations, and driveway location (alignment, grade, and drainage must conform to City of Donnelly standards). You must mark the property lines on the plot plan and include any easements. **See example on this page.** The proposed use must meet the standards of the Land Use and Development Ordinance.
- City of Donnelly recommends using the "Site Planning and New Construction Considerations for Water Quality" booklet for all site grading.
- If your property is not located in a subdivision, please submit a vicinity map showing the location of your property with respect to main roads and landmarks.
- Culvert Requirements: 12-inch minimum diameter steel pipe extended 2-feet on either side of the constructed width of the approach. Valley County Road Department requires permits for all new driveways.
- Please indicate any waterways that may cross the property, i.e., creeks, streams, or ditches.

BUILDING SETBACKS / INFO*

Residential Only

Front Property Line	20 feet
Side Property Line	10 feet
Rear Property Line	10 feet
Flanking Street	20 feet
Flanking Alley	20 feet
Maximum % Lot Cover	35 %
Maximum Building Height	35 feet**
Distance Between Buildings	6 feet
High Water Line	30 feet

SITE PLAN EXAMPLE



***All setbacks are measured from the eaves of your structure to the property line.** Setbacks and construction may also be regulated by subdivision covenants. The more restrictive setback is required.

****Building Height:** The maximum distance possible measured vertically, from the foundation level to the highest roof or parapet surface of a flat roof or to a point halfway between the eave and ridge or peak of a gable, gambrel, hip, or shed roof.

Setback information for wells and septic tanks can be obtained from the Central District Health Department at 208-634-7194.



Telephone Directory

Central District Health Department.....	208-634-7194
Donnelly City Hall.....	208-325-8859
DigLine (Call Before You Dig)	(800) 342-1585
Idaho Power Company.....	208-388-2200
Idaho Dept of Water Resources.....	208-287-4941
Northlake Recreational Sewer & Water District.....	208-325-8958

State of Idaho Inspectors:

HVAC.....	Zach Grigsby.....	208-271-6883
Electrical.....	Kevin Hubble.....	208-863-0231
Plumbing.....	Tim Grove.....	208-469-0411
State Fire Marshall.....		208-334-4390
Valley County Assessors.....		208-382-7126
Valley County Building.....		208-382-7114