



City of Roberts, Idaho Building Permit Application

APPLICATION INFORMATION

Applicant Name: _____

Mailing Address: _____

Phone: _____ Email: _____

PROPERTY OWNER INFORMATION (if different from applicant)

Owner Name: _____

Mailing Address: _____

Phone: _____ Email: _____

PROPERTY INFORMATION

Parcel Number: _____ Lot Size (in ft²): _____

Site Address (if assigned): _____

Legal Description:

Project Details

Type: _____

Start Date: _____ Expected Completion Date: _____

Total Project Estimated Cost: \$ _____

Site & Building Information (Required)

Building Height: _____ # of Dwelling Units: _____

Off-Street Parking Spaces Provided: _____

Contractor Information

Owner-Builder

General Contractor (Project Point of Contact)

Name: _____ License #: _____

Company: _____ Phone: _____

Email: _____

Bond Company: _____ Bond Amount: _____

Subcontractor Disclosure Form Required (if subcontractors are used)

UTILITIES (CITY REQUIRED CONNECTIONS)

Water Connection: New connection required
 Existing connection (active/verified)
 Existing connection (inactive)

Sewer Connection: New connection required
 Existing connection (active/verified)
 Existing connection (inactive)

Power Pole Location: New connection required
 Existing connection (active/verified)
 Existing connection (inactive)

Requirements:

- Existing water and sewer connections must have been active or in use within the last ten (10) years. Connections not used within 10 years may need to be replaced or upgraded at the applicant's expense, subject to City approval.
- A shut-off (control) valve is required on the private water line and must be installed as close to the water meter as possible.
- Sewer cleanouts are required per the Idaho State Plumbing Code.

REQUIRED DOCUMENTS CHECKLIST

- | | |
|--|--|
| <input type="checkbox"/> Scaled Site Plan Attached (Required) | <input type="checkbox"/> Building Plans/Drawings (including height & layout) |
| <input type="checkbox"/> Completed Application Form | <input type="checkbox"/> Proof of Ownership or Authorization |
| <input type="checkbox"/> Scaled Residential Site Plan (Required) | <input type="checkbox"/> Contractor Licenses & Bonding Information |

SITE PLAN STANDARDS (RESIDENTIAL ONLY)

The site plan must be drawn to scale and clearly show:

Structures

- Existing and proposed buildings
- Dimensions of all structures
- Distance between structures
- Structure heights

Property Information

- Property boundaries and lot dimensions
- Setbacks (front, side, rear)
- North arrow and street names

Access & Parking (REQUIRED)

- Driveways and street access
- All required off-street parking spaces
- Parking surface layout
- No parking within fifteen (15) feet of any fire hydrant

Fire Protection

- All existing fire hydrants within or adjacent to the property must be shown

Utilities & Infrastructure

- Water connection location (city system only)
- Water control valve installed as close to the meter as possible. (Required)
- Sewer connection location (city system only)
- Existing or new power pole locations along property frontage and service connection points must be shown

Public Improvements

- Sidewalk
- Curb
- Gutter
- Storm Drainage

SUBMISSION REQUIREMENTS & CONDITIONS

- Must be legible and drawn to scale
- Incomplete applications will not be accepted or processed
- All required items must be shown before review begins
- Must comply with all City and State codes
- State permits required for Electrical, Plumbing, and HVAC
- Call 811 before digging
- Construction must begin within 180 days of approval and may be revoked if not started or substantially completed within 180 days
- City of Roberts building and development code available at: <https://cityofrobertsidaho.gov>

Certification

I certify that the information provided is true and accurate. I agree to comply with all City of Roberts ordinances and applicable state laws.

Applicants Signature: _____ Date: _____