



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

Zone: ☐ R-1 ☐ R-2 ☐ R-3 ☐ R-4 ☐ C-1 ☐ P-1 ☐ P-2 Parcel Number: _____ Lot Size (in ft²): _____

Site Address (if assigned): _____ Water Rights: ☐ YES ☐ NO

Legal Description: _____

PROJECT DETAILS

Structure: ☐ NEW ☐ ADDITION ☐ REPAIR ☐ RENEWAL ☐ FIRE DAMAGE ☐ SITE IMPROVEMENT ☐ FENCE ☐ SHED/OUTBUILDING
☐ DRIVEWAY ☐ SHED/OUTBUILDING ☐ CARPORT ☐ GARAGE ☐ SHOP ☐ CHICKEN COOP ☐ OTHER: _____

Start Date: _____ Expected Completion Date: _____ Total Project Estimated Cost: \$ _____

SITE & BUILDING INFORMATION *(REQUIRED)*

Building Height: _____ # of Dwelling Units: _____ Off-Street Parking Spaces Provided: _____

STRUCTURE MATERIALS:

FOOTINGS	FOUNDATION	DRIVEWAY/PARKING	FLOORS	EXT. WALLS	INT. WALLS	CEILING	ROOF	INSULATED	FENCE
☐ CONCRETE ☐ MASONRY ☐ OTHER: _____	☐ CONCRETE ☐ MASONRY ☐ OTHER: _____	☐ CONCRETE ☐ ASPHALT ☐ GRAVEL ☐ DIRT ☐ OTHER: _____	☐ WOOD ☐ CONCRETE ☐ OTHER: _____	☐ WOOD ☐ MASONRY ☐ CONCRETE ☐ METAL ☐ STUCCO ☐ OTHER: _____	☐ WOOD ☐ MASONRY ☐ CONCRETE ☐ DRYWALL ☐ PLASTER ☐ OTHER: _____	☐ WOOD ☐ DRYWALL ☐ PLASTER TILE ☐ ACOUSTIC ☐ OPEN ☐ OTHER: _____	☐ WOOD SH. ☐ COMP SH. ☐ TILE ☐ ROLL ROOF ☐ METAL ☐ OTHER: _____	☐ WALLS ☐ CEILING ☐ FLOORS ☐ PERIMETER ☐ OTHER: _____	☐ WOOD ☐ VINYL ☐ METAL ☐ OTHER: _____

CONTRACTOR INFORMATION☐ Owner-Builder**General Contractor:**

Name: _____

License #: _____

Company: _____

Phone: _____

Mailing Address: _____

Email: _____ Bond Company: _____ Bond Amount: _____

Subcontractors: *(changes must be reported prior to work)***Electrical**

Name: _____ License #: _____

Company: _____ Phone: _____

Email: _____

Plumbing

Name: _____ License #: _____

Company: _____ Phone: _____

Email: _____

HVAC

Name: _____ License #: _____

Company: _____ Phone: _____

Email: _____

Concrete / Foundation

Name: _____ License #: _____

Company: _____ Phone: _____

Email: _____

Framing

Name: _____ License #: _____

Company: _____ Phone: _____

Email: _____

Roofing

Name: _____ License #: _____

Company: _____ Phone: _____

Email: _____

Excavation / Grading

Name: _____ License #: _____

Company: _____ Phone: _____

Email: _____

Other:

Name: _____ License #: _____

Company: _____ Phone: _____

Email: _____

☐ Additional contractors attached

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

- | | |
|--|--|
| ☐ Scaled Site Plan Attached (Required) | ☐ Building Plans/Drawings (including height & layout) |
| ☐ Completed Application Form | ☐ Proof of Ownership or Authorization |
| ☐ Scaled Residential Site Plan (Required) | ☐ 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

Access & Parking (REQUIRED)

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

Public Improvements

- Sidewalk
- Curb
- Gutter
- Storm Drainage

Property Information

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

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)
- Power service connection points
- Existing or new power pole locations

Fire Protection

- All existing/new fire hydrant locations

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 applicable City of Roberts Ordinances and Idaho State laws.

Applicants Signature: _____ Date: _____

OFFICE USE ONLY

- | | | |
|---|---|---|
| ☐ Application Complete | ☐ Zoning Verified | ☐ Fire Hydrants Verified |
| ☐ Site Plan Verified | ☐ Setbacks Verified | ☐ Utilities Verified (Water/Sewer/Power) |
| ☐ Contractor/Subcontractors Verified | ☐ Easements Verified | ☐ 15-ft Fire Hydrant Clearance Verified |
| ☐ Building Plans Verified | ☐ Parking Verified | |

PERMIT ACTION

Mayor Recommend: Y / N

Council Date: _____ ☐ Approved ☐ Denied ☐ Approved with Conditions

Permit Number Issued: _____ Start By: _____ Exp By: _____

City Officials Signature: _____ Date: _____

If Approved with Conditions (if applicable)

If Denied

Denial Reason(s):

Required Corrections / Notes for Reapplication: