MADISON COUNTY BUILDING DEPARTMENT
134 E Main St. Ste. 206, Rexburg, Idaho 83440
Phone: (208)359-6262

BUILDING PERMIT APPLICATION

Application No: _____ Date: _____

The review process requires a minimum of ten (10) working days, beginning after all required documents have been submitted and the application is deemed complete. This application is used for detached one- and two-family dwellings and associated accessory structures. Each structure on a property requires a separate permit unless otherwise approved by the Building Official. Madison County Follows the IRC 2018 Code.

Contact Information

Property Owner

Name: _____
Phone: _____ Email: _____
Mailing Address: _____

Contractor

Name/ Contact Name: _____
Phone: _____Contractor's License Number: _____
Mailing Address: _____
Email Address: _____

Property Information

Parcel Number:_____Section_____Township_____Range_____
Site Address: _____
Subdivision: _____Lot_____ Block _____
Convent's? Y/N *If yes, please bring a copy of your subdivision convents at time of submittal
Zone: _____ Total Acreage: _____
Area of City Impact? Y/N Are you in a Floodplain? Y/N *if yes, what zone? _____

Proposed use:

Description	New Square Footage	New Bedrooms	New Bathroom
Habitable Living Area			
Basement: ◯ Finished ◯ Unfinished			
Garage: ◯ Attached ◯ Detached			
Covered Decks & Porches			
Shops: ◯ Closed ◯ Open			
Barns, Pole barns, Sheds, Carports			

Building Setbacks: The distance from structure to property line, easements, right of way lines, open surface water. This information should be shown on your site plan as well.

Front: _____ Back:_____
Side: _____ Side:_____

Number of Existing Buildings: Dwellings _____ Accessory Structures_____

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Permit Application Submittal Checklist

The Following Items are required to be submitted to the Building Department with your Building Permit Application. The review process requires a minimum of ten (10) working days, beginning after all required documents have been submitted and the application is deemed complete. Madison County Follows the IRC 2018 Code.

1. **Septic Permit:** If constructing a new dwelling, a Septic Permit from Eastern Idaho Public Health Department is required prior to Building Permit approval. If remodeling an existing dwelling to add a bedroom or bathroom, or if connecting to an existing septic system, approval from Eastern Idaho Public Health Department is required.
2. **Recorded Warranty Deed:** A recorded Warranty Deed may be obtained from the Clerk's Office.
   If the applicant is not the legal property owner, an Affidavit of Legal Interest, notarized by both the owner and applicant, is required. This form is available from the Building Department.
3. **Site Plan:** Showing: setbacks, well, septic, property line, driveways, etc. (see example attached).
4. **A copy of the Building Contractor's State Registration is required unless the project is owner-built.**
5. **Plans:** One electronic copy (PDF format) and/or one physical copy of plans shall be submitted. Plans must be drawn to scale, printed or formatted on 11 × 17 paper, at a minimum scale of 1/8" = 1'-0". Refer to the Design Standards Checklist to ensure all required information is included. Plans shall include, as applicable:
   a. Cross Sections
   b. Elevations
   c. Full Foundation drawing
   d. Window & door schedule
   e. Engineered Truss Design
   f. Engineered Floor Layout Design
   g. Open spaces exceeding 900 square feet may require engineered plans in accordance with the IRC and as determined by the Building Official. (See Table R602.10.13**)**
6. **Flood Plain:** If the property is located within a designated floodplain, a Preliminary Elevation Certificate is required prior to Building Permit issuance. A Final Elevation Certificate must be submitted prior to issuance of a Certificate of Occupancy.
7. **Driveway Access Permit:** Can be obtained from the Madison County Road & Bridge office.
8. **Covenants:** if located in a subdivision with covenants.
9. **Energy Compliance:**
   Energy code compliance shall be demonstrated by either the prescriptive method or a REScheck energy analysis (available at www.energycodes.gov). Regardless of the method used, the Prescriptive Path form included at the end of this application must be completed and signed.
10. **Permit Fee Deposit:** A non-refundable deposit of $100 is required for accessory structures and $500 for non-accessory structures, including dwellings. Deposits are due at application submittal and will be applied toward the total permit fee if approved and issued.
11. **Additional permits or approvals may be required, including but not limited to:**
    a. **Administrative Permit / Accessory Dwelling Unit (ADU):** Construction of more than one dwelling unit on a parcel requires approval through Madison County Planning & Zoning.
    b. **Fire Department:** Properties with significant slopes may be reviewed by the Madison County Fire Marshal to verify emergency access requirements.
    c. **Wetlands:** If designated wetlands are located on or adjacent to the property or access roadway, permits from the U.S. Army Corps of Engineers may be required. Documentation must be submitted with this application. (See Madison County Planning & Zoning.)
    d. **Bridges:** Proposed bridges require approval from the Madison County Road & Bridge Department and the U.S. Army Corps of Engineers. Approved permits must be submitted with this application. Floodplain and/or wetland permits may also be required.

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Applicant's Signature, Certification and Authorization Pages

The following applies to all projects. Please read each item and initial to acknowledge compliance.
Both the Owner and Contractor must sign below. If the project is owner-built (self-build), the property owner must sign as both Owner and Contractor.

_____ The permit number and site address must be posted and clearly visible from the roadway prior to inspection. **Failure to post the permit number and address will result in a failed inspection and/or inspection not being carried out.**

_____ Sanitation facilities (portable toilet or approved restroom access) must be provided on all job sites.

_____ A dumpster or approved waste disposal method must be provided on all job sites. Burning is prohibited unless a permit is obtained from the Madison County Fire District.

_____ The applicant acknowledges that Madison County does not enforce private covenants and is not responsible for determining covenant compliance. The applicant certifies that the proposed project does not violate any applicable covenants.

_____ I understand that performing work prior to required inspections or outside the approved inspection order may result in enforcement action, including additional fees, stop work orders, or re-inspection requirements, in accordance with County policy and adopted codes.

Under penalty of perjury, I hereby certify that I have read and understand this application and that the information provided herein is true and correct. I further certify that any information subsequently provided by me to the Madison County Building Department shall be truthful and accurate. I agree to comply with all applicable County policies, procedures, regulations, and State laws relating to this project and hereby authorize representatives of Madison County to enter upon the subject property for inspection purposes at any reasonable time. I understand that the Building Official may revoke any permit or approval issued under the provisions of the 2018 International Codes, as adopted by Madison County, if such permit or approval was issued based on false statements, misrepresentation of facts, or failure to comply with applicable County requirements.

_____

Owner Signature Date

_____

Contractor Signature Date

_____

Building Department Date

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Please Read Carefully

I understand that occupying a structure, in whole or in part, prior to approval of all required final inspections or written authorization from the Building Official may subject both the contractor and the property owner to a fine equal to the total building permit fee. I further understand that a Certificate of Occupancy will not be issued until all applicable fines and fees have been paid in full. (See 2018 International Residential Code Sections R110.1, R113.2, and R113.4.)

Non-approved items	Approved Items
Small Kitchen Appliances	Tools for building Process
Any furniture including mattress	Material
Bed or Bathroom Linens	Large Appliance (Stove, Fridge, etc.)
Washing and Drying Machines	Pluming and Electrical Fixtures
vehicle or boats parked in Garage	

If this project is a self-build, the property owner must sign as both Owner and Contractor below.

_____

Owner Signature Date

_____

Contractor Signature Date

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Site Plan Requirements

All site plans **are required** to include the following information, in detail, if applicable. Drawing should fill the page:

- ☐ Property lines
- ☐ Well
- ☐ Septic & Drain field
- ☐ Existing structures
- ☐ Proposed structure
- ☐ Driveway
- ☐ Waterways (canals and rivers)
- ☐ Roads
- ☐ Setbacks from the proposed structure to property lines, well, septic & drain field, waterways, roads and existing structures.
- ☐ Size of parcel
- ☐ North Arrow

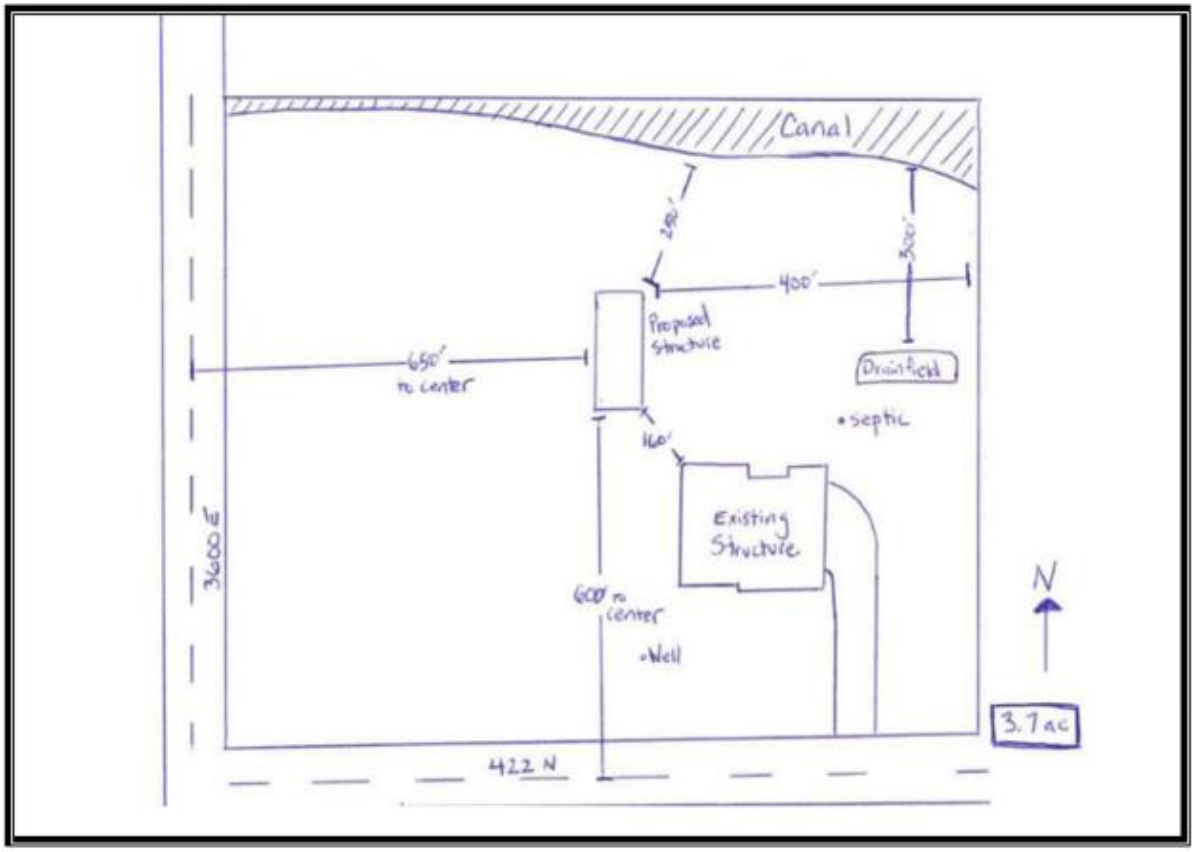
Setback Requirements

Agriculutral (AG) Zone
Front - 30/60FT
Side - 10 FT
Back - 25FT

Trans-Agricultural (TRANS)
Front - 30/60 FT
Side - 10 FT
Back - 25 FT

Sec117-63(t)- 200ft setback from 5ft above high-water mark of flow of water ways.

Example



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Owner / Contractor:	Permit Number:
Site Address:	Checked By:

PRESCRIPTIVE INSULATION REQUIREMENTS

2018 IRC | Madison County Climate Zone 6B

INSULATION REQUIREMENTS (IRC R402.2)

Building Component	Prescriptive Requirement	Select One	Proposed / Actual R-Value	Notes
Ceilings / Attic	R-49	☐ Vented		R-30 only allowed per N1102.2.2
Wood Frame Walls	R-22 OR R-13 + R-5	☐ R-22 ☐ R-13+5		
Floors Over Unconditioned Space	R-30	☐ Applies		Maintain contact with subfloor
Basement Walls	R-15 OR R-19 cavity	☐ R-15 ☐ R-19		Interior
Slab-on-Grade Floors	R-10	☐ Heated ☐ Unheated		3 ft or footing depth w/insulated board on perimeter
Crawlspace Walls	R-15 OR R-19 cavity	☐ R-15 ☐ R-19		If conditioned, it will require mech. air flow both in & out

FENESTRATION REQUIREMENTS (IRC R402.3)

Fenestration Type	Maximum U-Factor	Proposed	Notes
Windows & Glazed Doors	U-0.30		Area-weighted average allowed
Skylights	U-0.55		Per IRC R402.3

☐ This project does not include new insulation or conditioned space (unconditioned storage, non-habitable areas, or no change to existing insulation).

☐ I will be following the Prescriptive Insulation Path for Climate Zone 6B. If required, additional documentation may be requested.

Contactor / Owner Signature: _____Date: _____