



CITY OF DOVER – BUILDING AND PLANNING DEPARTMENT

699 Lakeshore Avenue, Dover Idaho 83825 (208) 265-8339 (PHONE) (208) 265-9035 (FAX)

P.O. Box 115, Dover, Idaho 83825(mailing address), cityofdover.id.gov (web page)

BUILDING PERMIT APPLICATION CHECKLIST FOR:

REQUIRED	ITEM	RECEIVED
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	APPLICATION	Completed application, signed by applicant or representative <input type="checkbox"/>
		Copy of current deed <input type="checkbox"/>
		Fees, as required by current fee resolution <input type="checkbox"/>
		Other signatures as specified: _____ <input type="checkbox"/>
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	SITE PLAN	Site plan not larger than 11”X17” or electronic copy <input type="checkbox"/>
		Boundary lines of subject property, including all dimensions. Arrow indicating north <input type="checkbox"/>
		All roads, public and private, that provide access to the site and all easements of record <input type="checkbox"/>
		All bodies of water and existing drainage systems <input type="checkbox"/>
		All existing structures, labeled with dimensions and use <input type="checkbox"/>
		Proposed structure and dimensions, including eaves, gutters, bay windows, and similar above-grade extensions <input type="checkbox"/>
		Distance from all property lines and any bodies of water to architectural projects of proposed structure <input type="checkbox"/>
		Parking spaces, accesses, and driveways required by zoning code or special conditions <input type="checkbox"/>
Location of water and sewer utilities (septic tank, drainfield, well, utility hook-ups) as applicable <input type="checkbox"/>		
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	SEWER & WATER	Signed city sewer agreement <input type="checkbox"/>
		Sewer plans – to include tank plans and location and sizing, # of bedrooms <input type="checkbox"/>
		Water connection plans – to include water connection plans and location <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	OTHER	Building Pre-Development Elevation Certificate <i>(If structure is greater than 25 feet in height – Dover City Code 12-6-12E)</i> <input type="checkbox"/>
		Dover Bay Development Architectural Control Committee approval <input type="checkbox"/>
		Setback Compliance Form <input type="checkbox"/>
		Right-of-way encroachment permit application & fees <input type="checkbox"/>
		Floodplain development permit, if within special flood hazard area, & any required building plans <input type="checkbox"/>
		River Corridor Development Statement <i>(See attached, if box checked)</i> <input type="checkbox"/>
		Stormwater/erosion control plan <input type="checkbox"/>
		Other: Water cross connection information <input type="checkbox"/>

REQUIRED	ITEM	RECEIVED	
<input checked="" type="checkbox"/>	<p>One electronic copy of construction plans drawn to scale in .pdf format and emailed, showing the following information”</p> <ul style="list-style-type: none"> ➤ Highest point of structure, measured from pre-development grade ➤ Elevations of all sides of the structure ➤ Utility details, showing approximate location of water & sewer lines & septic ➤ Floor plans for all levels, showing smoke detector locations ➤ Size & location of all windows and doors on all floor levels ➤ Footing & foundation details, showing sizes and rebar schedules ➤ Complete framing details showing all structural components ➤ Header & beam sizes, window schedules & insulation R-values required on all plans ➤ Roof details, truss specifications, indicating size, spacing, & direction of rafters or provide engineered or manufactured truss specifications ➤ Typical cross-section of structure, showing elevations of the interior ➤ All dimensions clearly marked <p>For manufactured homes, a copy of manufacturer’s installation instructions for new manufactured home installation. Homes moved from original installation shall conform to Idaho Manufactured Home Installation Standard, current edition. All manufactured home applications shall include signed & dated snow load disclosure form.</p>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>		<input type="checkbox"/>	
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<input checked="" type="checkbox"/>		<input type="checkbox"/>	
<input checked="" type="checkbox"/>		<input type="checkbox"/>	
<input checked="" type="checkbox"/>		<p>Plans for all commercial, industrial, public, and <u>all</u> pole buildings must be stamped by an Idaho-licensed architect or engineer.</p>	<input type="checkbox"/>
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<input type="checkbox"/>	<p>Insulation values, energy efficiency ratings of windows and doors, showing compliance with the adopted energy codes. May use “Rescheck” or “Comcheck” to provide the City with an energy conservation compliance report.</p>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<p>Fees: Non-refundable fee, made payable to the City of Dover, required for all permits.</p>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> ➤ See attached fee sheet for details. 	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> ➤ Deposits to be applied to balance owed following building permit plan review. 	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<p>State requirements: State electrical, mechanical, and plumbing permits are separate from the City of Dover permitting process. Contact the Idaho Division of Building and Safety at (800) 955-3044</p>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<p>Your application will be reviewed for compliance with applicable federal, state, and local codes. Corrections may need to be provided prior to final approval.</p> <p>Contact information:</p> <ul style="list-style-type: none"> ➤ City of Dover: (208) 265-8339 ➤ Ruen-Yeager & Associates, Inc. (Planners) (208) 265-4629 ➤ State Building Inspector Rick Hill (208) 215-0211 	<input type="checkbox"/>	