



BUILDING PERMIT CHECKLIST

This checklist must be completed and attached to the Application for Building Permit or application will be rejected.

CITY ORDINANCE 424

FORM COM-BP-2-1.18

Check All That Apply

- I have obtained a copy of City of Mackay Ordinance No. 424; have read and understand stated requirements.
- A "Registered Contractor" is not required to complete this construction (Idaho Code 54.5205)
Registered Contractors are not required for the following: A person performing work on one (1) project considered to be causal, minor, or inconsequential (less than \$2000.00); An owner building on his own property; Owners of commercial properties or lessees building with the owner's consent; A person building on his own rented residence, with owner's permission.
- A "Registered Contractor" is required to complete this construction (See Idaho Code 54.5205 if uncertain).
- Structure will change or add to City Sewer Service
- Structure will change or add to City Water Service
- Structure being built will require digging or excavation
 - Utility line locations have been identified and marked on the property being excavated. It is the Applicants responsibility to obtain this service. Utility lines include: sewer, water, telephone, electrical, gas, etc. The Applicant is solely responsible for any and all damages to Utility Services.
- Plot Plan has been completed and is attached to the application:
 - True street, alley, and adjoining property lines have been determined and identified on the property. Determining property lines is the responsibility of the Applicant (See Ordinance 424). No building permit will be granted if true property lines are not identified.
 - Property lines and structure locations are identified on the Plot Plan
 - Setbacks (See Ordinance 424) are identified on the Plot Plan in a contrasting color
 - All proposed structures (excluding new fences) are within the required Setbacks (See Ordinance 424)
 - Utility locations (existing and proposed) are indicated on the Plot Plan if digging or excavation is required.
 - Driveways and sidewalks (Public and Private) are indicated on the Plot Plan
 - Ingress, egress, parking area and material of construction, and drainage plan are indicated on the Plot Plan for commercial buildings

I the undersigned, hereby certify that the information contained herein and attached hereto is true and correct to the best of my knowledge, and agree to comply with all applicable City of Mackay Ordinances and State laws regulating this project. I acknowledge that this is only an Application for a Building Permit, and; that a City of Mackay Building Permit must be obtained based upon approval of this Application for Building Permit by the Planning and Zoning Commission prior to City Council approval at a City Council Meeting (may be as long as 30 days until approved). I understand that the Building Permit that will be issued is only for verification of compliance with Planning and Zoning Ordinance number 424 and is for the construction identified. It cannot be used for any other construction activities. I acknowledge I have been given the Application for Building Permit, Building Permit Checklist, and any Ordinances that I have requested (please list ordinances obtained);

Signature of Applicant

Date



APPLICATION FOR BUILDING (ZONING) PERMIT

City of Mackay
PO Box 509
Mackay, Idaho 83251-0509
(208) 588-2274

This is an application and not a Building Permit.
Application must be reviewed/approved or rejected by the Planning and Zoning Commission prior to approval by the Public Works Supervisor before beginning any work. This Application is to ensure compliance with City Planning and Zoning Ordinance 424. Ordinance is available from City Clerk upon request.

Applicant	Owner	Builder
	Check if Same as Applicant <input type="checkbox"/>	Check if Same as Applicant <input type="checkbox"/>
Name:	Name:	Name:
Mailing Address:	Mailing Address:	Mailing Address:
City/State/Zip:	City/State/Zip:	City/State/Zip:
Phone No:	Phone No:	Phone No:
E-Mail:	E-Mail:	E-Mail:

Idaho Contractor's Registration Number (Unless Exempted by IC 54-5205) _____

All applications must include Application Checklist (FORM COM-BP-2-1.18), plans, sketches, drawings and specifications (FORM COM-BP-3-1.18).

Any digging/excavation must have a survey for underground utilities performed.
 Above items must be attached to application or application will be denied.

<input type="checkbox"/> New Dwelling <input type="checkbox"/> Residential (Remodel or Addition) <input type="checkbox"/> Detached Structure (Shed, Garage etc.)	<input type="checkbox"/> New Commercial/Industrial <input type="checkbox"/> Commercial/Industrial (Remodel or Addition) <input type="checkbox"/> Other <u>(Identify)</u> _____
Building Site Address: _____	
Project Value (without lot): \$ _____	Finished Square Feet of Project: _____ sq. ft.
Description of Construction and Use (attach additional pages if needed): _____ _____ _____	
Applicant's Signature: _____ Date: _____	
OFFICIAL USE ONLY:	
Permit Fee is enclosed <input type="checkbox"/>	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Need More Information
By: _____ Date: _____	

Email completed and signed application to forms.mackay@gmail.com



BUILDING PERMIT PLOT PLAN

CITY ORDINANCE 424

FORM COM-BP-3-1.1

A large, empty grid area for drawing a plot plan. The grid consists of small squares and is divided into two horizontal sections by a single line. The top section is approximately 28 squares high, and the bottom section is approximately 62 squares high. The grid is intended for the user to draw their building footprint and other site details.

