



# BUILDING (ZONING) PERMIT CHECKLIST

**This checklist must be completed and attached to the Application for Building (Zoning) 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.
  - I have a survey of my property and know where the property lines are located.
  - 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 (Zoning) Permit, and; that a City of Mackay Building (Zoning) Permit must be obtained based upon approval of this Application for Building (Zoning) Permit by the Planning and Zoning Commission prior to Public Works Supervisor approval (may be as long as 30 days until approved). I understand that the Building (Zoning) 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 (Zoning) Permit, Building (Zoning) Permit Checklist, and any Ordinances that I have requested.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date