



CITY OF MACKAY

Building Permit Checklist

City Ordinance No. 424

This checklist must be completed and submitted with the Building Permit Application. Incomplete applications will not be accepted

General Requirements

- ☐ I have obtained, read, and understand the requirements of City of Mackay ordinance No. 424
- ☐ I understand that this application is for zoning compliance only and does not authorize construction
- ☐ I understand that no work may begin until a permit has been approved and issued

Contractor Requirements

- ☐ A licensed contractor will be used for this project
- ☐ This project qualifies for a contractor exemption under Idaho Code- 54- 5205*

**If exempt, the applicant assumes full responsibility for compliance with all applicable laws and regulations*

Utility & Service Requirements

- ☐ Project will connect to or modify City Water Service
→ If yes, a signed and completed Water/Sewer agreement must be attached
- ☐ Project will connect to or modify City Sewer Service
→ If yes, a signed and completed Water/Sewer agreement must be attached

Excavation & Construction

- ☐ Project involves excavation or ground disturbance
- ☐ Underground utilities have been located and marked prior to digging

Plot Planning Requirements

A plot plan is attached and includes the following:

- ☐ Property boundaries
- ☐ Location of all proposed structures
- ☐ Setbacks (clearly labeled)
- ☐ Existing and proposed utilities (if applicable)
- ☐ Driveways, access points, and sidewalks

- ☐ I understand that determining property lines is my responsibility
- ☐ All proposed structures comply with required setbacks per ordinance No. 424

Commercial Projects Only (if applicable)

- ☐ Ingress and egress are shown
- ☐ Parking areas and surface materials identified
- ☐ Drainage plan is included

Fees & Construction Responsibilities

- ☐ I understand that all applicable connection fees, service fees, and permits must be paid prior to installation
- ☐ I understand that all water and sewer service installations must be completed by a licensed contractor at the property owner's expense
- ☐ I understand that the City does not guarantee utility capacity or service availability

Applicant Acknowledgment

By signing below, I certify that:

- All information provided is true and correct
- I agree to comply with all City of Mackay ordinances and applicable state laws
- I understand that the city does not review or approve construction methods, structural integrity, or building code compliance
- I understand that all required State of Idaho inspections are my responsibility
- I understand that this permit is issued for zoning compliance only

Applicant Signature _____ Date: _____



CITY OF MACKAY

Application for Building (zoning) Permit

This is an application and NOT a Building Permit. Applications must be reviewed/approved or rejected by the Planning and Zoning Commission

Applicant	Owner ☐ Check if same as Applicant	Builder ☐ Check if same as Applicant
Name:	Name:	Name:
Mailing Address:	Mailing Address:	Mailing Address:
City/State/Zip:	City/State/Zip:	City/State/Zip:
Phone No:	Phone No:	Phone No:

Idaho Contractors Registration Number (unless exempt by § 54-5205): _____

All applications must include the application checklist, plans, sketches, drawings and any other specifications. Any digging/excavation must have a survey for underground utilities performed. Above items must be attached to application or application will be denied.

☐ New dwelling	☐ New commercial/industrial
☐ Residential (remodel or addition)	☐ Commercial/Industrial (remodel or addition)
☐ Detached Structure (shed, garage, etc.)	☐ Other (identify): _____

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: _____

FOR OFFICE USE ONLY		
☐ Approved	☐ Rejected	☐ Need more information
Approved by: _____ Date: _____		

This Application is to ensure compliance with City Planning and Zoning Ordinance No. 424. Ordinance is available from the City Clerk upon request

The Planning and Zoning commission meets on the first Tuesday of each month.

