CITY OF HAILEY

Building & Safety Department

115 Main St. South
Hailey, Idaho 83333

(208) 788-9815
Fax (208) 788-2924

Residential Plan Submittal Checklist for New Construction

Yes	No	
☐	☐	1. A completed Building Permit Application. If the project is new construction on a vacant lot, submit both Water & Sewer and Encroachment Permit Applications. There will be a fifty dollar ($50.00) charge for the Residential Encroachment fee at the time of the building permit application submittal.
☐	☐	2. A five hundred dollar ($500.00) deposit will be paid at the time of permit application submittal if the estimated amount of construction exceeds $60,000. This will be credited to the total amount of the permit fee upon permit issuance.
☐	☐	3. A recorded subdivision plat.
☐	☐	4. In addition, 25% of the permit fees will be retained by the City of Hailey to ensure final inspection and will be refunded when a Certificate of Occupancy is issued.
☐	☐	5. Submit two (2) complete sets of stamped drawings by an Architect and/or Engineer, licensed in the State of Idaho, designed to comply with the 2009 edition of the International Residential Code and local ordinances.
☐	☐	6. Stamped drawings shall include all structural drawings, a site plan, indicating all setbacks, above/below grade utilities and topographic elevations.
☐	☐	7. Submit two (2) copies of the most current version of the Rescheck Energy Code Compliance Report. This can be accessed at **www.energycodes.gov** .
☐	☐	8. Include at least one (1) detail indicating record grade, finished grade, and building height, measured from record grade.
☐	☐	9. Provide detail showing a final grading, declining a minimum of 6" within the first ten feet (10') of the foundation wall, five percent (5%) slope.

Note: All property pins shall be located prior to placing any concrete. No Building Permit shall be issued without a Contractor Registration Number or proof of exemption.

_____ _____/_____/_____
Applicant's Signature Date

_____ _____/_____/_____
Bldg. Dept. Signature Date