



**LINCOLN COUNTY PLANNING AND ZONING**

**Norma Anaya, Building Administrator**

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**208-886-9808**

**TO OBTAIN A BUILDING PERMIT (NOT A MANUFACTURED OR MODULAR PERMIT)  
NO WORK IS TO BEGIN UNTIL ALL PERMITS ARE IN PLACE AND BEEN ISSUED**

**CALL TO SET-UP AN APPOINTMENT WITH THE ADMINISTRATOR AFTER YOU HAVE ALL OF THE ITEMS BELOW READY. SHE WILL BEGIN THE PERMIT PROCESS & CALL WITH QUESTIONS**

- 1. Site plan showing project location and setbacks: (COUNTY 10' from SIDES & BACK, 75' from CENTER OF HWY ROAD) The map of your property is available at the Assessor office.**
- 2. Depending on the project, Engineered Plans MAY be required.**
- 3. Engineered truss information MUST be provided for all roof structures. These can be obtained from the manufacture where the trusses were purchased.**
- 4. Foundation plan:**
  - a. Site Layout with setbacks from property lines, roads and other structures**
  - b. Elevations including maximum height of structure and building with grade**
  - c. Footings, Stem wall material/width/height/depth (24" FROST DEPTH LINCOLN CTY)**
  - d. Rebar size, type and placement**
  - e. If an alternate foundation or construction is to be used, plans shall clearly demonstrate the system.**
- 5. Floor Plan:**
  - a. Joists, size and spacing, sub flooring material**
  - b. Egress shown and sizes to code**
- 6. Roof plan and load data/Tie in data to any existing roof lines (30 ground Shoshone & Dietrich, 32 Richfield)**
- 7. Framing/walls/header/doors/ sizes and spacing, all supporting information must be provided**
- 8. Insulation specifications walls and ceiling**
- 9. Electrical, plumbing and heating-line drawing are acceptable**

**Plans MUST be submitted electronically for submission to the State to avoid delays ALL PLAN REVIEWS ARE DONE BY THE STATE OF IDAHO AND ANY ADDITIONAL INFORMATION REQUESTED TO OBTAIN APPROVAL MUST BE SUBMITTED PROMPTLY UPON REQUEST.**

**WASTE WATER SYSTEM PERMIT: SOUTH CENTRAL HEALTH DEPARTMENT 208-324-8838**

**A Permit must be in place prior to the building permit being issued for all new homes or home additions.**

**You may also have to obtain a permit for other structures depending on the plans.**

**WELL INFORMATION: IDAHO DEPT OF WATER RESOURCES IDWR (208-736-3033)**

**SEPARATE PLUMBING, ELECTRICAL, AND HVAC PERMITS ARE REQUIRED BY THE STATE  
(dbs.idaho.gov)**

**FIRE DEPARTMENT APPROVAL (CHIEF CASEY KELLY 208-886-7500 or CELL 208-570-3599)**

- 1. Some projects may require fire safety equipment be in place prior to start of construction.**

**SPECIAL USE PERMITS FROM HWY DISTRICTS FOR APPROACHES, SET-BACKS AND WORK ALONG THEIR RIGHT OF WAYS: SHOSHONE 208-886-7515, DIETRICH 208-544-2445, RICHFIELD 208-487-2754**

**YOUR BUILDING PERMIT MUST BE SIGNED BY THE STATE BUILDING INSPECTOR PRIOR TO YOUR PERMIT BEING ISSUED AND PAYMENT MADE. LINCOLN COUNTY PLANNING AND ZONING WILL CONTACT YOU UPON APPROVAL OF YOUR PLANS. PLEASE PROVIDE CONTACT NUMBERS AND OR EMAIL ADDRESS. ANY CHANGES TO YOUR PLANS AFTER APPROVAL MUST BE RE-APPROVED AND ADDITIONAL FEES WILL BE REQUIRED.**

**THIS BUILDING PERMIT PROCESS TAKES APPROXIMATELY 10 BUSINESS DAYS AFTER PLANS HAVE BEEN SUBMITTED. PLEASE PROVIDE YOUR E-MAIL ADDRESS FOR EASE OF COMMUNICATION. LINCOLN COUNTY BUILDING INSPECTOR, JEFF HARRIS (208-431-0628) TUESDAY/THURSDAY INSPECTION DAYS WHEN CALLED ACCORDING TO INSPECTION SCHEDULE WHICH YOU WILL RECEIVE WHEN THE BUILDING PERMIT IS ISSUED.**