

# How to Apply for Permits Online

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To apply online for a permit, follow the steps below.

- Go to ***dbs.idaho.gov***
- Click on “Get your permit online!”
- Go to **LOGIN** and click on **CONTRACTOR** or **PUBLIC**
- **CONTRACTOR**
  - ◆ Enter in license number  
Examples: **PLB-C-00001** (include dashes) or **001234**
  - ◆ Enter in password (due to a recent website update, you may be required to change your password if you haven’t recently done so).
  - ◆ Update or verify User Profile (address, e-mail, etc.)
- Click on **Apply for a Permit**
- **PUBLIC**
  - ◆ Register as a New User
  - ◆ Complete the required fields and then click on Create Account
- Click on **Apply for a Permit**
- **Step 1—Permit Type and Location**
  - ◆ Complete the Permit Application Information
    - Complete the Permit Type & Subtype
    - Description of Work
    - Directions to Location
    - Job Value (enter \$0 if residential square footage is under 10,000 sq ft)
    - You may now enter the job site address information by typing in the spaces provided. Please use caps (S, W, E, N, etc.) to abbreviate South, West, East and North
    - Click on Go to Next Step
- **STEP 2—Contact Information**
  - ◆ Site Owner Information
  - ◆ Enter as much information as you can
  - ◆ Click on Go To Next Step
- **STEP 3—SELECT FEES**
  - ◆ Click on the **+** sign to see descriptions
  - ◆ Click in box once you have decided on the fees
  - ◆ For items that require a quantity, put the quantity in the box provided
  - ◆ Click on Go To Next Step
- **STEP 4—CONFIRM & FINISH**
  - ◆ Review your information
  - ◆ Click on FINISH
- Click on “Pay using Credit Card” button (MasterCard or Visa accepted)
- Review total amount, and click on “Checkout” button
- Enter credit card information and then click on “Process Payment” button
- Print the permit for verification of payment and for your records
  - ◆ Close the window when complete
- **REQUEST INSPECTION** if one is needed. Further information on requesting inspections on-line is shown on reverse page of this form, or you may call 1 (800) 839-9239 to schedule an inspection over the telephone.
- When you receive the confirmation email, print the job ID label on the link provided.

Thank  
You!

# Request an Inspection Online

- Go to [dbs.idaho.gov](http://dbs.idaho.gov)
- Click on "Get your permit online!"
- Log in
- Click on "View Cart", upper left of screen
- Click the small box next to Show Paid Items, center of screen.
- When the list appears, click the permit that you wish to schedule an inspection for.
- Under the ACTIONS box on the left-hand side of the page, click on "Request Inspection" and complete required information.
- Choose your inspection type by clicking on the down arrow and clicking on the type of inspection you need.
- Choose date by clicking down arrow (system goes out only 5 business days)
- Click on ADD INSPECTION
- Inspection request will appear. Click SUBMIT
- When asked if this is the inspection you want, click OK

## ***Other DBS resources that may be helpful:***

- **Our web site:** Visit our web site ***dbs.idaho.gov*** to access services and answers to your questions.
- **Toll-free help line:** For permit and inspection questions as well as for assistance with online services, call:

**1 (800) 955-3044**

- **FAX number:**

**1 (877) 810-2840**

**State of Idaho  
Division of Building Safety**

**C. Kelly Pearce, Administrator**

1090 E WATERTOWER ST, Suite 150  
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PHONE: 1-800-955-3044  
[dbs.idaho.gov](http://dbs.idaho.gov)

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**State of  
Idaho  
Division of  
Building  
Safety**



**Applying for  
Permits and  
Requesting  
Inspections  
Online**

Please remember, the  
fastest & most economical  
way to do business with DBS  
is via the web!

**"Building a Safer Idaho"**