



## APPLICATION FOR HOMEOWNER PERMIT

DBS use only

P#
Date:

Please fill out this application completely and submit with payment. If you have questions or need assistance completing the application, please call the Division of Building Safety. Please note: permit fees are non-refundable and non-transferable.

HOMEOWNER NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

**EMAIL ADDRESS (REQUIRED):** \_\_\_\_\_

### SELECT THE METHOD YOU WISH TO RECEIVE YOUR PERMIT:

EMAIL     MAIL     FAX

DESCRIPTION OF WORK: \_\_\_\_\_

JOB SITE ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTY: \_\_\_\_\_

DIRECTIONS TO JOB SITE: \_\_\_\_\_

*(If known)* LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_

**AN ADDITIONAL \$65 FEE MAY BE ASSESSED** if the location is not clearly given either by directions or an attached map

**THIS PERMIT APPLICATION IS NOT AN INSPECTION REQUEST:** Please call 1-800-839-9239 or go to [dbs.idaho.gov](http://dbs.idaho.gov) to schedule your inspection.

We Accept: cash, check, money order, Visa, MasterCard, American Express and Discover. Make checks payable to the Division of Building Safety or DBS

GRAND TOTAL FEES PAID\*

\*Please use the worksheet on page 2 to determine the total fees and enter the amount to be paid here.

**PUBLIC RECORDS NOTICE** – Business information such as your company address and phone number is regarded as public information according to the Idaho Public Records Act. Your business address and phone number may be provided to a third party upon written request.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_



## HOMEOWNER HVAC PERMIT WORKSHEET **(FEE SCHEDULE)**

This worksheet must accompany the Homeowner application. Use this worksheet to calculate the fees and transfer the grand total to the application.

### RESIDENTIAL

**Total \$**

<p>• <b>New:</b> Single Family Dwelling, including all buildings with HVAC being constructed on each property.          * Based on living space (<i>see definition below</i>)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Up to 1,500 sq. ft. \$130</li> <li><input type="checkbox"/> 1,501 to 2,500 sq. ft. \$195</li> <li><input type="checkbox"/> 2,501 to 3,500 sq. ft. \$260</li> <li><input type="checkbox"/> 3,501 to 4,500 sq. ft. \$325</li> <li><input type="checkbox"/> Over 4,500 sq. ft. \$325 plus \$65 for each additional 1,000 sq. ft. or portion thereof                \$325 + (\$65 x # of additional 1,000 sq. ft. or portion thereof)</li> </ul> <p style="text-align: right; margin-right: 50px;">Total Square Footage _____</p> <p style="color: red; font-size: small;">* Living Space – space within a dwelling unit utilized for sleeping, eating, cooking, bathing, washing and sanitation purposes. An unfinished basement is considered part of the living space.</p>	\$ _____
<p>• <b>New:</b> Multi-Family Dwelling</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Duplex: \$260</li> </ul>	\$ _____
<p><input type="checkbox"/> <b>Existing Residence</b> <input type="checkbox"/> <b>Detached Shop:</b></p> <p>\$65 dollars plus \$10 per piece of <b>additional HVAC</b> equipment (furnace, boilers, wood stoves, factory-built fireplace, pool heaters, mini-split system, hydronic system, etc.) and / or exhaust ducts (range hoods, dryer, exhaust fans, etc.). Fee shall not exceed 'New Residential' square footage fee.</p> <p style="text-align: right; margin-right: 50px;">Total Pieces of Equipment _____</p> <p style="color: red; font-size: small;">*One piece of equipment or exhaust duct is included in the \$65.00 fee</p>	\$ _____
<p><input type="checkbox"/> <b>Gas Line:</b> \$65</p>	\$ _____
<p><input type="checkbox"/> <b>Requested Inspection:</b> \$65</p>	\$ _____
<p><input type="checkbox"/> <b>Factory Built Fireplace / Wood Burning Stove:</b> \$65 per unit</p>	\$ _____

**GRAND TOTAL: \$** \_\_\_\_\_  
*Please transfer this fee to your application*