APPLICATION FOR CONTRACTOR PERMIT

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.

COMPANY NAME: ____________________________________________ LICENSE #: __________________________

MAILING ADDRESS: __________________________________________

CITY: _________________________ STATE: __________ ZIP: __________

PHONE: ______________________ FAX: ______________________

EMAIL ADDRESS: ____________________________________________

☐ I WOULD LIKE THE ABOVE INFORMATION TO BE UPDATED ON MY LICENSE RECORD.

SELECT THE METHOD YOU WISH TO RECEIVE YOUR PERMIT:

☐ EMAIL  ☐ MAIL  ☐ FAX

DESCRIPTION OF WORK: ____________________________________________

JOB SITE ADDRESS: ____________________________________________

CITY: _________________________ ZIP: _________________________ COUNTY: _________________________

(If known) LOT: _______ BLOCK: _______ SUBDIVISION: ____________________________________________

OWNER EMAIL ADDRESS: ____________________________________________

IS THIS A STATE OWNED FACILITY?  YES ☐  NO ☐  JOB NAME: _________________________

DIRECTIONS TO JOB SITE: ____________________________________________

________________________________________

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 to schedule your inspection. It is the responsibility of the permit holder to arrange access to the premises with the property owner in order for DBS to perform the inspection.

We Accept: cash, check, money order, Visa and MasterCard
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: _________________________
CONTRACTOR HVAC PERMIT WORKSHEET (FEE SCHEDULE)

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

### RESIDENTIAL

**New: Single Family Dwelling**, including all buildings with HVAC being constructed on each property.

- Based on living space *(see definition below)*
  - □ Up to 1,500 sq. ft. $130
  - □ 1,501 to 2,500 sq. ft. $195
  - □ 2,501 to 3,500 sq. ft. $260 *(All Fireplace/Gas line installations not to exceed 1,500 sq. ft. = $130.00)*
  - □ 3,501 to 4,500 sq. ft. $325
  - □ 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)

- **Manual S, J, & D Review - $25** *(Required when installing the primary heating and/or cooling system)*
  - *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.*

**New: Multi-Family Dwelling**

- □ Duplex: $260
- □ Three or more multi-family units: $130 per building plus $65 per unit ($130 x # of buildings) + ($65 x # of units)

### Existing Residence Detached Shop:

$65 dollars plus $10 per piece of additional HVAC equipment (furnace, boilers, wood stoves, factory-built fireplace, gas lines, pool heaters, mini-split system, hydronic system, etc.) and / or exhaust ducts (range hoods, dryer, exhaust fans, etc.). Fee shall not exceed ‘New’ square footage fee.

- **Total Pieces of Equipment**

**Requested Inspection**: $65

**Plan Check**: $65 per hour

### COMMERCIAL / INDUSTRIAL

- The fees listed under this inspection type shall apply to any and all HVAC installations not specifically mentioned elsewhere on this form. This shall include all labor, materials, equipment, overhead and profit, as well as all labor, materials, and equipment supplied by others. The project value cannot be reduced by labor, material or equipment that is donated or supplied by others. At the time of “Final” inspection, the Scope of Work, valuation, and permit fees will be verified.

**Total cost of HVAC system (Job Value Amount):** $____________________________________________________

- □ Up to $10,000: (total cost of system x 0.02 ) + 60 = $
- □ Between $10,001 - $100,000: ((total cost of system – 10,000) x 0.01 ) + $260 = $
- □ Over $100,001: ((total cost of system – 100,000) x 0.005 ) + $1,160 = $

**Please note: We now require the submission of the final verified contract value on any non-residential project valued at $100,000 or more. This facilitates the determination of the final permit fee, and allows for the refunding of excess fees if the contract value has been reduced. Please make sure you submit this valuation information before requesting a final inspection, as permits will not be closed until the information is verified. You may email to customer.service@dbs.idaho.gov or fax: 1-877-810-2840. Please ensure your permit number and job address is indicated.**

**GRAND TOTAL: $**

*Please transfer this fee to your application*