

Request an Inspection Online

- Go to dbs.idaho.gov
- Click on "Get your permit/tag online!"
- Log in
- Click on "DASHBOARD", at upper left of screen
- Under "My Active Permits", click on "Request" for the permit you need an inspection on.
≈ HINT: By hovering your pointer over the address, the entire permit address will appear.
- Ensure information shown is accurate
- Add notes if desired
- Use the drop-down to change the Inspection Type
- Use the drop-down to adjust the Inspection Date
- Click on **ADD INSPECTION**
- **Verify** (or **Reset** to change) then click on **SUBMIT**
- On the following disclaimer, click on **ACCEPT** to schedule
- You will receive an e-mail confirming your inspection

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.L."Butch" Otter, Governor

Chris L. Jensen, Administrator

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dbs.idaho.gov

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State of Idaho
Division of Building
Safety

C.L."Butch" Otter,
Governor

Chris L. Jensen,
Administrator



**Applying for
Permits and
Requesting
Inspections
Online**

Please remember, the
fastest & most economical
way to do business with DBS

is via the web!
dbs.idaho.gov

"Building a Safer Idaho"

How to Apply for Permits Online

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

- Go to dbs.idaho.gov
- Click on **“Get your permit/tag online!”**
- Go to **LOGIN** at top of page and select **PUBLIC** or **CONTRACTOR**
- **PUBLIC**
 - ◆ Click on **“Setup an Account”**. If you have previously logged in, and know your username & password, you may log in using that information
 - ◆ Complete all required fields and then click on **Create Account**
 - ◆ On the following screen, under the **Permits** tab, click on **Apply**
- **CONTRACTOR**
 - ◆ Enter in your license number:
Examples: **PLB-C-00001** (include dashes) or **001234**
 - ◆ Enter in your password (due to a recent website update, you may be required to change your password if you haven’t recently done so)
 - ◆ Click on View/Edit Profile to update and review User Profile (address, phone, e-mail, etc.)
 - ◆ On the left hand side of the screen click on **“Apply”** to purchase your permit.

Acknowledge the disclaimer by selecting **“I Agree”**
and then clicking the **CONTINUE** button

- **STEP 1 — ADDRESS VERIFICATION**
 - ◆ Complete the Permit Application Information
 - ≈ *Contractors: Your Type and Subtype will be pre-selected for you, based on your license*
 - ≈ *Public: Select the Type. The Subtype “Homeowner” is pre-selected for you*
 - Enter all required Site Address information. Click on **Next Step**
- **STEP 2 — PERMIT INFORMATION**
 - Description of Work, Directions to Location, and Relation to Permit. Click on **Next Step**
- **STEP 3 — CONTACT INFORMATION**
 - Verify Contact Information. Add information if desired. Click on **Next Step**
- **STEP 4 — FEE SELECTION**
 - Select fees and, if necessary, quantities. You can hover over the help tips for more information on your fees. Click on **Next Step**
- **STEP 5 — REVIEW AND SUBMIT**
 - Review Permit and Contact information. Edit if required, then click on **Next Step**
- **STEP 6 — PAYMENT**
 - Click on **“PAY NOW”** to complete your purchase or click on **“ADD TO SHOPPING CART”** to finish at a later time.
 - Enter credit card information, then click on **PROCESS PAYMENT, REQUEST INSPECTION** and/or **PRINT PERMIT** by clicking on the buttons shown

- **PERMIT INSPECTION REQUEST**
 - Ensure information shown is accurate
 - Add notes if desired
 - Use the drop-down to change the Inspection Type
 - Use the drop-down to adjust the Inspection Date
 - Click on **ADD INSPECTION**
 - **Verify** (or **Reset** to change) then click on **SUBMIT**
 - On the following disclaimer, click on **ACCEPT** to schedule
 - You will receive an email confirming your inspection.

≈ *Additional 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.*

- ◆ **HINT:** At any time after log-in, you may click on **MY DASHBOARD** to view all your active permits and active inspections

Thank You!