Other DBS resources that may be helpful:

- **Our web site:** Visit our web site [dbs.idaho.gov](http://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**

**Brad Little, Governor**

**Chris L. Jensen, Administrator**

1090 E WATERTOWER ST, Suite 150

MERIDIAN, ID  83642

PHONE: 1-800-955-3044

[dbs.idaho.gov](http://dbs.idaho.gov)

Revision 1/4/2018
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 inspec-

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

Thank You!