Other DBS resources that may be helpful:

- **Our website:** Visit our website at to access services and answers to your questions.
  
dbs.idaho.gov

- **Toll-free help line:** For permit and inspection questions as well as for assistance with online services, call:
  
  1 (800) 955-3044

- **Customer Service Email**
  
customer.service@dbs.idaho.gov

- **FAX number:**
  
  1 (877) 810-2840

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**State of Idaho Division of Building Safety**

Brad Little
Governor

Chris L. Jensen
Administrator

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1090 E Watertower St,
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dbs.idaho.gov

Revision 05/29/2019

Applying for Permits and Requesting Inspections Online

“Building a Safer Idaho”
### Logging In

**Go to** [dbs.idaho.gov](http://dbs.idaho.gov)

- Click on the **applicable trade** below the heading “Get your permit/tag online!”

**Public (Homeowner Only)**

- If you have previously logged in, and know your username and password, you may log in using that information.
- If you are a new user, click on “Create Account” and complete the registration processes.
- Once you are logged in, go to the dashboard on the left of your screen.
- Under the **Permits** heading, click on “Apply”.

**Contractor**

- Enter your license number in the Username field.
  
  *Examples: PLB-C-00001 (include dashes) or 001234*
- Enter your password.
  
  *If this is your first time logging in, please call 1-800-955-3044 for a one time use password.*
- Click on “View/Edit” profile to update and review User Profile (address, phone, email, etc.)
- On the left-hand side of the screen, click on “Apply” to start application process.

### Applying for Your Permit

**Step 1 – Address Verification**

1. Select type of permit.
   
   *Contractors: Your permit type/subtype will be pre-selected for you.*
   
   *Public: “Homeowner” is pre-selected.*
2. Enter all required site address information
   
   Click on “Next Step”

**Step 2 – Permit Information**

- Enter description of work, directions to location, and relation to permit
- Click on “Next Step”

**Step 3 – Contact Information**

- Verify contact information. Add or edit 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 regarding the fees.*
- Click on “Next Step”

**Step 5 – Review and Submit**

- Review permit and contact information. Edit if required.
- Click on “Next Step”

**Step 6 – Payment**

- Choose payment method and click on “Pay Now” to complete your purchase, or click on “Add to Shopping Cart” to finish later.
- Click on “Pay Now”

- Once payment is processed, choose “Request Inspection” and/or “Print Permit”

### Inspection Requests

- Once you are logged in at [dbs.idaho.gov](http://dbs.idaho.gov), go to the dashboard on the left of your screen.
- Under **Inspections** click on “Schedule.”
- Under **My Active Permits**, click on “Request” for the permit you would like to schedule inspection on.
  
  *Hint: By hovering your pointer over the address, the full address will be shown.*
- Ensure information shown is accurate.
- Add notes if necessary.
  
  *Examples: “Lock box code is 1234” or “Key is under welcome mat”*
- Use the drop-down list to choose the “Inspection Type.”
- Use the next drop-down list to choose the “Inspection Date.”
- Click on “Add Inspection.”
- Verify information entered then click on “Submit.”
- On the following disclaimer, click on “Accept” to complete your request and schedule the inspection.
- You will receive an email confirming your inspection sent to the email on the permit application.