



Plan Review Services Request and Agreement Between Local Government and the Idaho Division of Building Safety

The City/ County of _____ requests and agrees to have the Idaho Division of Building Safety (“DBS”) perform a building code plan review for the project identified on this form.

Project Title: _____

City Issued Permit Number: _____

Project Address: _____

Applicant Name (Party responsible for plan upload): _____

Applicant Email Address: _____

Applicant Phone Number: _____

Project Description: _____

Total Construction Value: \$ _____

DBS will review the plans and documents for compliance with the following codes:

- 2018 International Building Code
- 2020 Idaho Residential Code (2018 IRC parts I, II, II and IX with Idaho Amendments)
- 2020 Idaho Energy Conservation Code (Residential w/Idaho amendments; 2018 IECC (Commercial Provisions Only)
- 2018 International Existing Building Code

<https://dbs.idaho.gov/building-fees-calculator/>

All requests for plan review services from the Division of Building Safety shall at such time be accompanied by payment.

Total Valuation	Plan Review Fee
\$1 to \$500	\$9.40
Over \$500 to \$2,000	\$9.40 for the first \$500 plus \$1.22 for each additional \$100, or fraction thereof
Over \$2,000 to \$25,000	\$27.70 for the first \$2,000 plus \$5.60 for each additional \$1,000, or fraction thereof
Over \$25,000 to \$50,000	\$156.70 for the first \$25,000 plus \$4.04 for each additional \$1,000, or fraction thereof
Over \$50,000 to \$100,000	\$257.50 for the first \$50,000 plus \$2.80 for each additional \$1,000, or fraction thereof
Over \$100,000 to \$500,000	\$397.50 for the first \$100,000 plus \$2.24 for each additional \$1,000, or fraction thereof
Over \$500,000 to \$1,000,000	\$1,293.50 for first \$500,000 plus \$1.90 for each additional \$1,000, or fraction thereof
Over \$1,000,000 to \$5,000,000	\$2,243.50 for first \$1,000,000 plus \$1.46 for each additional \$1,000, or fraction thereof
Over \$5,000,000 to \$10,000,000	\$8,083.50 for first \$5,000,000 plus \$1.10 for each additional \$1,000, or fraction thereof
Over \$10,000,000	\$13,583.50 for first \$10,000,000 plus \$.80 for each additional \$1,000, or fraction thereof

In addition to the building code review, **if you would like a Mechanical, Electrical and/or Plumbing (“MEP”) plan reviews to be conducted on this project, please circle which trade(s) you are requesting** and therefore agreeing to have DBS perform a code review on. Please note that MEP plan reviews are charged at a rate of \$65.00 an hour per trade. Please include the first hour of MEP plan review fees with your building plan review fee payment. Any additional hours spent on MEP plan review will be billed accordingly after the review has been completed.

Mechanical

Electrical

Plumbing

DBS will communicate any deficiencies or code violations that are found directly to the applicant. The applicant is to upload the corrected plans and documents into DBS’s electronic plan review program. Once the plans are found to be in substantial compliance with the stated codes, the plan and documents will be stamped approved. The applicant and the local jurisdiction will be notified electronically and able to download the plans and documents.

Agreed to and Acknowledged by:

Name of City/ County: _____

Name of Person Authorized to Enter this Agreement: _____

Email: _____ **Phone Number:** _____

Signature of Person Authorized to Enter this Agreement:

_____ **Date:** _____

Idaho Division of Building Safety, Jeff Egan, Building Program Manager
Email: Jeff.Egan@dbs.idaho.gov, Phone Number: (208) 332-7123

Signature: _____ Date: _____