



### APPLICATION FOR HOMEOWNER PERMIT

DBS use only

P#
Date:

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.

HOMEOWNERS NAME: \_\_\_\_\_

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](http://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: \_\_\_\_\_



## HOMEOWNER HVAC PERMIT WORKSHEET (FEE SCHEDULE)

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

### RESIDENTIAL

Type	Fee	Total
<b>Base Permit</b>	<b>\$100</b>	<b>\$100</b>
Furnace, air conditioner, heat pump, evaporative cooler, unit heater, space heater, decorative gas-fired appliance, incinerator, boiler, pool heater, mini-split system, free-standing solid-fuel stove, factory-built gas fireplace, HRV, ERV or similar fixture or appliance, includes ducts, vents and flues attached thereto	\$30 for first fixture or appliance Plus \$15 per additional fixture or appliance.	\$ _____ \$ _____
Exhaust duct or ventilation duct, including dryer vents, range hood vents, cook stove vents, bath fan vents, crawl exhaust fans and similar exhaust ducts or ventilation ducts	\$15 for first duct Plus \$5 per additional duct	\$ _____ \$ _____
Fuel gas piping system	\$5 per appliance outlet	\$ _____
Hydronic system (Does not include Boiler/Appliance-See above)	\$5 per zone	\$ _____
Manual S, J, & D Review required when installing the primary heating and/or cooling system in a <b>NEW</b> single or two-family dwelling	\$25	\$ _____

**TOTAL: \$** \_\_\_\_\_

*Please transfer this fee to your application*

### Miscellaneous

Requested inspection	\$65 per hour or portion thereof plus costs of out-of-state travel	\$ _____
Mobile or manufactured home	\$65 per inspection	\$ _____
Modular building (HVAC contractor or Homeowner only)	\$65 per inspection	\$ _____
Plan check or technical service	\$65 per hour or portion thereof	\$ _____

**TOTAL: \$** \_\_\_\_\_

*Please transfer this fee to your application*