

## Other DBS resources that may be helpful:

- **Our website:** Visit our website to access services and answers to your questions.

[dbs.idaho.gov](http://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](mailto:customer.service@dbs.idaho.gov)

- **FAX number:**

1 (877) 810-2840

## State of Idaho Division of Building Safety

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

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Applying for  
Permits and  
Requesting  
Inspections  
Online

*"Building a Safer Idaho"*

## Logging In

### Go to [dbs.idaho.gov](https://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**, 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.