

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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Applying for
Permits and
Requesting
Inspections
Online

"Building a Safer Idaho"

Logging In

Go to 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.