St. Charles City Development Permit Procedure:

A. Construction begun prior to obtaining a permit constitutes a violation and may be subject to fines and removal of project.
B. Permits cannot be issued on lots that have not been legally subdivided.
C. Applicant must contact the City Clerk concerning placement on sewer connection list.
D. Projects that will access the state highway must have approval from the Idaho Department of Transportation.
E. Print and fill out Development Permit Application
F. Applicant must identify with stakes or other means, the location of:
    a. Property Boundaries (a survey may be required if ownership lines are questionable)
    b. Structure location
G. Applicant must provide a secure surface for attachment of building permit prior to inspection.
H. Applicant will provide a copy of the application to the St. Charles City Building Official
    a. Office (208) 945-2155
    b. Mobile (208) 766-3613
I. We request that applicant provide a copy of approval from any home owners association involved with the new construction.
J. City Building Official will perform initial inspection of site ensuring the project plan conforms with the St. Charles Development Code.
K. City Building Official will provide City Council Member over Planning and Zoning a copy of the Building Permit Application after everything has been found to be in compliance with the Development Code.
L. City Building Official will perform second site inspection verifying the foundation is conforms with the application.
M. Inspections will be performed by the County Building Inspector on: footings, foundations, framing, insulation, sheetrock and final
N. A final site inspection by the St. Charles Building Official must be completed and a **Certificate of Occupancy must be given BEFORE THE BUILDING CAN BE OCCUPIED.**
O. Development permit becomes invalid if construction on the project has not begun within one year of being issued.
P. Refunds: If applicant chooses not to build after paying for the permit, a refund can be given upon request, less a $50.00 processing fee, with not more than 80% of paid fees to be refunded (Ordinance No. 2008-1, Section 2) Once work has begun on the project, i.e. cement has been placed, the job has begun and the permit cannot be refunded.

Applicants signature to acknowledge reading: _____

Saint Charles Idaho

"Life the way it was meant to be"

DEVELOPMENT PERMIT APPLICATION FORM

Processed Through Bear Lake County Building Department

30 N Main, PO Box 190, Paris ID 83261 Phone: 208-945-2212 ext 1428

Date:_____ **Email Address:**_____

Property Owner_____ Phone_____

Mailing Address_____

Location and Legal Description **Parcel Number**_____

Block_____ Lot_____ Subdivision_____ Acreage_____

Physical Location_____

Work Description: New ☐ Addition ☐ Replacement ☐ Commercial ☐ Mechanical ☐

_____

_____

Site Plan

N

_____

Contractor:
Name _____
Address _____
_____
Phone _____
Registration # _____

Architect:
Name _____
Address _____
_____
Phone _____

HVAC Contractor:
Name _____ Address _____

License # _____ _____
Required as per (IC54-5008) Phone _____

New Construction: (Natural Gas/Propane or Electric	$100.00
Retrofit Gas/Existing w/pipoing over 10', or fireplace install	$ 50.00
Retrofit Existing Electric or Gas w/less than 10' piping	$ 50.00
Furnace Replacement (no change in ducting/gas piping)	$ 50.00
Water Heater Replacement	$ 50.00
Commercial (1% of bid cost for installation/$100 min.)	$_____

_____
_____
_____

Note: It is the responsibility of the applicant to comply with all state and federal regulations (i.e. electrical, plumbing, fire, health, DEQ, EPA,)

Temporary Sewage Waste Facilities Required Yes No

Applicant's Certification/Signature: ☐ I certify that construction will not begin until permit is issued.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. I also hereby authorize the property and/or structures for the purpose of inspections and verification of information provided herein.

Applicant's Signature _____ **Date** _____

Bear Lake County Assessor

Permission to Measure Improvements

Jannelle Jensen, Assessor

30 N Main, PO Box 190 • Paris, Idaho 83261

Phone: 208-945-2155 ext. 4

The Assessor's Office may need to measure improvements for assessment purposes. Signing this form grants permission for the Bear Lake County Assessor's Office to measure improvements on my property.

Note: If permission is not granted, the Assessor's Office may estimate measurements using available information. This could result in a less accurate assessment.

Property Owner Name: _____

Property Address or Parcel Number: _____

Owner Signature: _____ Date: _____