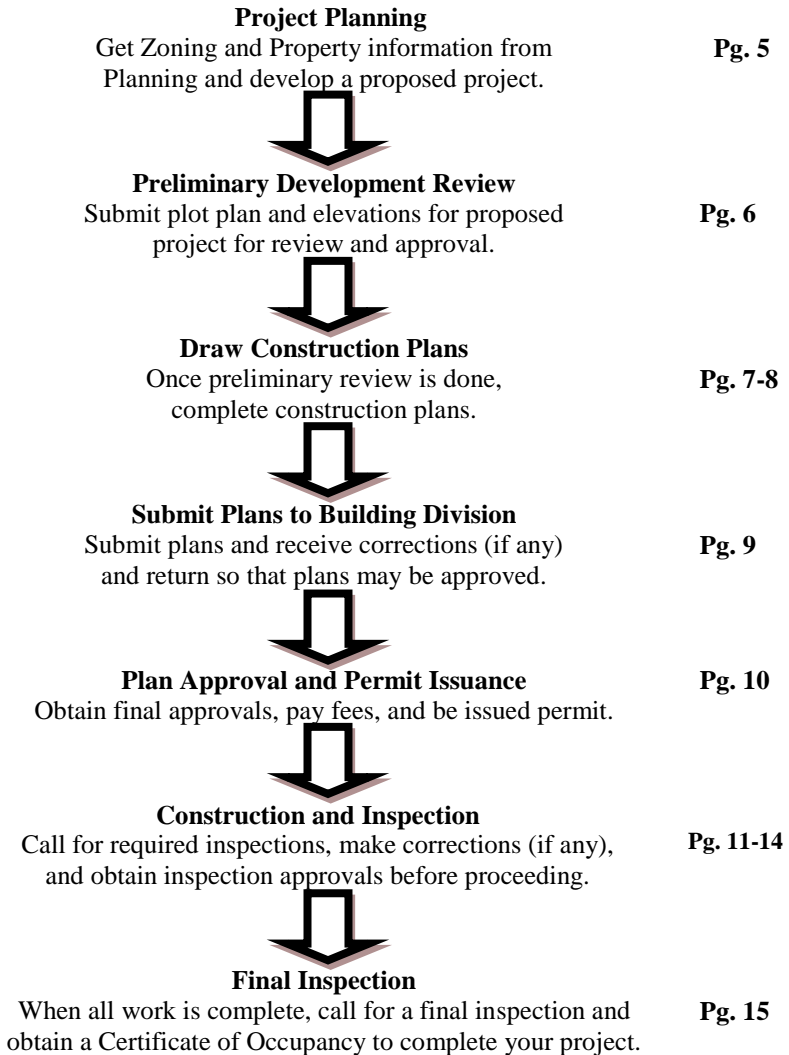


HOMEOWNER'S GUIDE TO CONSTRUCTION PERMITS AND INSPECTIONS



**Community Development Department
Building Division**

PERMITTING PROCESS FLOW CHART





Introduction

This pamphlet is intended to provide information for owners wishing to design and/or build an addition or home. It is intended to answer homeowners' most frequently asked questions. This pamphlet is not a complete list of City regulations and codes.

Through the process you are encourage to ask questions. The process is not difficult and we attempt to make it as smooth and painless, as possible.

Owners may design and construct their own improvement if the construction falls under what is called "conventional construction" in the Building Code. If specialized structural systems are included in your proposed work your project may require the design to be done by a registered design professional.

IS A PERMIT REQUIRED?

Projects that do not require building permits or building inspections include the following:

- A. One-story, detached accessory buildings used as tool and storage sheds, playhouses, etc, provided the floor area does not exceed 200 square feet. **(Zoning Permit Required)**
- B. Fences not over 6 feet high. **(Zoning Permit Required)**
- C. Retaining walls without a surcharge that are not over 4 feet high.
- D. Decks not exceeding 200 sq. ft. that are not more than 30 inches above grade at any point, are not attached to a dwelling and do not serve an exit door.
- E. Minor electrical repair work, such as changing switches, replacing fuses, changing lamp sockets and receptacles.
- F. Clearing of stoppages, changing of washers, repairing leaks in pipe, valves, or plumbing fixtures, unless piping is replaced or rearranged.
- G. Repair or replacement of component parts of mechanical systems.
- H. Installation of portable appliances.



Although a building permit may not be required, there may be other City regulations that apply. For example, the Planning Division limits fence heights and locations as well as regulates locations of accessory structures.

If you are uncertain about your project, calling or visiting the Community Development Office may save time, money, and headaches.

PROJECT PLANNING

Moscow, as most communities, has development standards that must be followed when developing residential properties, some of these standards include items such as setbacks from property lines, lot coverage, building height, and design. This information can be obtained at the City's Planning Division; a few minutes of conversation with a planner can save redrawing of plans. On the next page is a list of general zoning code requirements, SEE PLANNING FOR PROJECT SPECIFIC REQUIREMENTS.

Once a proposed project has been formulated and a proposed site plan and elevations are drawn, the approval process can begin when submitted to Planning. Depending upon the project and request made this process can take a few minutes to a couple of weeks to approve. Projects requesting deviations may take considerably longer to follow the approval process and offer no guarantee of success. Estimated time lines and procedures may be obtained by talking with the Planning staff.



Once planning has approved the design and layout of the proposed project, construction documents can then be drafted. At this time check with Building Division staff, they may be able to spot issues that may affect the layout and design, they can also give you an idea on whether a design professional will be required.

ZONING INFORMATION

The information shown below is a summary of zoning code requirements for building setbacks in R-1 thru R-4 zones. Your property may have building setback requirements that were established by a Development Permit or some other land use entitlement granted by the City. **CONTACT PLANNING FOR ADDITIONAL REQUIREMENTS.**

Residential Zone Setbacks	Front	Rear	Side	Street-side
R-1	25 ft.	20 ft.	5 ft.*	17 ft.**
R-2	20 ft.	20 ft.	5 ft.*	15 ft.**
R-3	15 ft.**	20 ft.	5 ft.*	13 ft.**
R-4	15 ft.**	20 ft.	5 ft.*	13 ft.**

* Sum of the two side yards shall not be less than 15 feet for lots 75 feet (R-1), 55 feet (R-2, R-3, R-4) or more in width and shall not be less than 10 feet for lots less than 75 feet (R-1), 55 feet (R-2, R-3, R-4) or less in width.

** Or 20 feet for any garage having a driveway from the respective yard (front or street-side) with a garage door facing said yard.

Accessory Building Setbacks

"Building" means any structure having a roof, but excluding all forms of vehicles.

"Detached" means the structure is located more than 2 feet from the principal structure

Detached accessory buildings *greater* than 200 square feet:

Rear yard setback: 5 ft.

Front, Side, and Street-side setbacks are based on the Zone

Maximum height: sloped roof - 14 ft. top plate height, building height is max. height for Zone and flat roof cannot exceed 14 ft. in height

Detached accessory buildings, *200 sq.ft. or less*:

No rear yard or side yard setback

Front and Street-side setbacks are based on the Zone

Maximum height: cannot exceed 12 ft. in height and roof drainage must be contained on site

Attached accessory structures shall observe all yard restrictions applicable to the principal building.

Fences – CONTACT PLANNING FOR ADDITIONAL REQUIREMENTS.

Within R-1, R-2, R-3, and R-4 Zones:

No fence shall exceed 6 ft. in height, except fences located on school grounds or in public parks

Fences constructed within required front yards shall not exceed the following heights:

SOLID FENCES – 3 ft.,

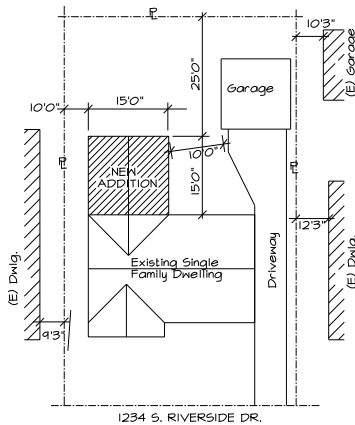
OPEN RAIL FENCES - and other open fences where the posts and material constitute not more than 60% of the fence area – 4 ft. 6 in.

PLAN PREPARATION

The key to obtaining a permit quickly and without frustration lies in the preparation of plans. Plans should show specifically what, where, and how the project is proposed construction will be completed. An accurate drawing is the only practical way of creating mutual understanding and expectations between you, the Building Division, office staff and the field inspector.

Any time a building permit is required, a site plan of your property showing the location of the work must accompany the building permit application. Simple re-roof permits are an exception and therefore, do not require a site plan.

EXAMPLE PLOT/SITE PLAN



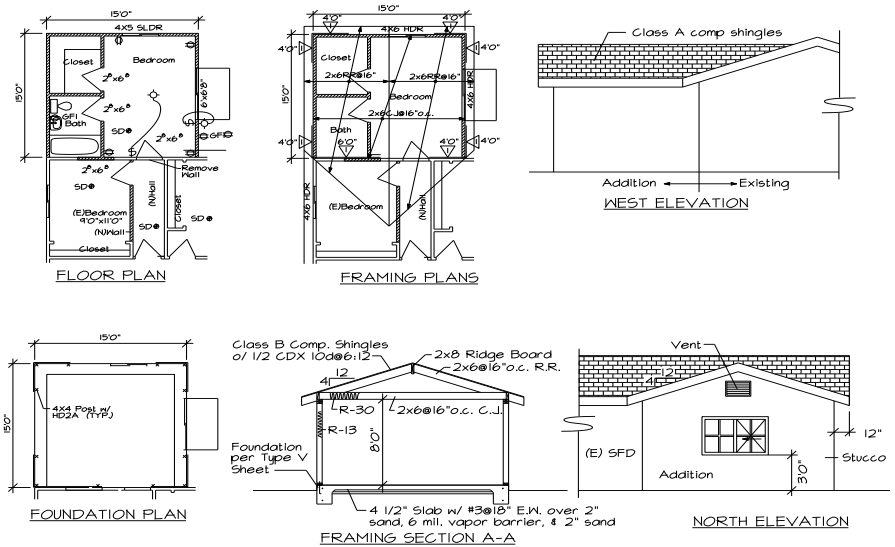
In addition to the required site plan, the size and complexity of your project will determine how extensive additional plans must be. Changing of windows, or something of like simplicity, may only require existing room uses and dimensions, window sizes, and the sizes of basic structural members. A deck or similar structure will require a drawing or sketch showing how the structure will be built, including the size and spacing of construction members, footings and the methods intended to be used in making the connections and attachments.

If you are planning a complete new home, or just a room addition, more complete plans are needed. The following is a general list of the different plan requirements to be submitted:

- Site or plot plan - is a view of your entire property looking down from above. It must include all property lines, all structures located on the property, the street, the driveway, sidewalk and the location of any proposed work to be done.)
- Floor plans - show all door and window sizes and locations, label the use of and show dimensions of all rooms.
- Other architectural and/or structural plans such as to fully describe proposed project, including, but not limited to:
 - Foundation plan
 - Floor framing plan
 - Roof framing plan
 - Electrical plan – meter location, switch, outlet, and light locations.
 - Two sets of wet stamped and signed structural calculations and truss calculations (if required)

For the design of a new home, it is advisable to obtain the services of a design professional, Architect or Engineer for preparation of the plans. Certain State of Idaho requirements can be complex, and may be beyond the capabilities of many homeowners.

EXAMPLE PLANS:



SUBMITTAL FOR PLAN REVIEW

Two complete sets of plans must be submitted for plan review or one electronic set to the Community Development Office. Once electronic plans are approved two complete paper sets will need to be submitted to be stamped by the Building Official.

One set of approved plans will be returned to you at the time of permit issuance as your approved copy to keep at the job site.



Additional information:

- A. You will be asked to fill out a building permit application form. For this you will need to specify what is to be done, the floor area of the addition or new dwelling, and the name and telephone number of the person who will be making any required plan corrections.
- B. When plans are required (including site plans) a plan review fee/deposit must be paid at the time of permit application.
- C. Review times for our residential project types are:

Project Type	1 st review	Subsequent Reviews
Non-Structural Alterations	<3 Bus. Days	<2 Bus. Days
Decks & Porches	<3 Bus. Days	<2 Bus. Days
Structural Alterations	<5 Bus. Days	<3 Bus. Days
Accessory Structures	<5 Bus. Days	<3 Bus. Days
Additions	<8 Bus. Days	<4 Bus. Days
New Single Family Dwelling	<10 Bus, Days	<5 Bus. Days

PERMIT ISSUANCE

After all required divisions have approved the plans, a permit to construct may be issued. At the time of permit issuance certain fees are required. A preliminary estimate of fees is advisable before the expense or effort of final plan preparation is undertaken. Contact the Building Division at (208) 883-7022 for more information on the preliminary fee estimate. In order to estimate fees, the size of the proposed construction, the type of construction (wood, masonry, or steel), and its use are necessary. It would also be advisable to contact the Engineering Division, Planning Division, and Fire Prevention for other associated fees.

If you intend to hire a building contractor, the contractor is required by law to be a registered contractor with the State of Idaho. The name and registration number will be required to be included on the permit application.

When your building permit is issued, one set of approved plans will be returned to you with your receipt. The permit and plans are to be kept at the job location and must be available for the inspectors use whenever they visit your property for inspections. With your permit in hand you are now ready to proceed with construction.



REQUESTING INSPECTIONS

Inspections may be scheduled in person at the Building Division counter, by email or by telephone, (208) 883-7022. Inspections are available Monday through Friday, excluding holidays; requests may be made for specific times for inspection. When calling in an inspection request please provide the job site address, type of inspection that you are requesting, your preferred time and a contact phone number. Requests for inspections should be made the day prior to the requested inspection.

An inspector can be reached by calling (208) 883-7022. The field inspections may be arranged to make best use of the inspector's time. Inspections are completed during 8:00 to 5:00, unless some specific reason requires a special meeting.

Inspectors will not enter a fenced property if no one is present unless prior authorization is given with the specific inspection request. Be sure animals are locked up the day of inspection.

THE INSPECTION PROCESS

When the building inspector visits your project, the approved plans must be available for comparison with the work. If there are corrections to be made before approval, the inspector will leave a "Notice" briefly outlining the things required to be completed prior to approval of that portion of the project. **Time delays and re-inspections can be avoided if you make sure that work is complete before the inspector arrives.** Any necessary tests should have been done ahead of time to assure acceptance and compliance.

Your inspector can provide you with a lot of useful information about the codes and inspections but cannot act as a construction supervisor. If you are not reasonably familiar with construction procedures it may be to your advantage to hire a registered contractor or tradesperson to do the work or assist you.

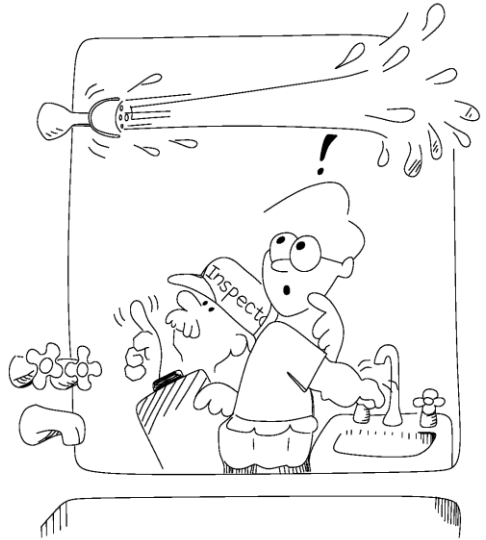
INSPECTIONS

During construction of your project the majority of contact with the Building Division will be through the field inspection staff when they visit your property.

City building regulations require that certain inspections be made prior to covering construction work that has been completed (for example, a framing inspection is required before drywall is applied). On typical residential construction this means that you must request inspections at certain stages of the project before proceeding. These stages typically are:

Foundation inspection: To be made when trenches have been excavated, forms are set and all steel reinforcing, hold down hardware and/or anchor bolts are in place.

Concrete slab or under floor inspection: To be made after all in-slab or under-floor equipment, piping, conduit, etc. are in place, but before the concrete is placed or floor sheathing installed.



Roof sheathing nailing inspection: To be made when the roof sheathing is installed and entirely nailed off.

Framing or rough inspection: To be made after all framing, fire blocking, and bracing are in place; and all pipes, chimneys and vents are complete, roof covering is in place and rough electrical wiring, plumbing piping, and heating ducts have been installed and inspected.

Insulation inspection: To be made when all insulation is installed, and all openings and gaps in the shell of the building have been caulked or sealed.

Lath and/or gypsum board inspection: To be made after all lathing and gypsum board, interior and exterior, is in place but before all plastering has been applied or before gypsum board joints and fasteners have been taped and finished.

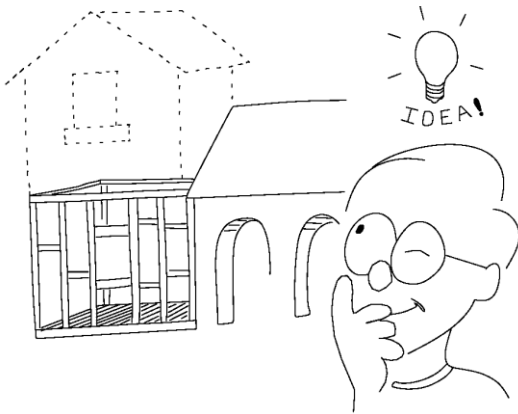
Final inspection: To be made after finish grading and when the building is complete and ready for occupancy, and all plumbing and electrical fixtures and appliances are installed.

Other inspections may be required as well as those outlined above. For instance, pressure tests are necessary for water and gas piping, and water tests of drainage and sewer piping are likewise required. The inspectors may also advise you of the need for additional inspections if they believe special attention is required for some areas of your project. Due to construction methods (such a welding, epoxy, high strength concrete, etc.) your project may have special requirements which require a “Special Inspector” for a phase of construction. These “Special Inspectors,” will be hired by you, must have special training and licenses to perform the specific type of inspection to be observed. Your plans will note these requirements. Reports generated from these inspections are required to be given to the City Inspector.



PLAN CHANGES

If you decide during the construction process that a change is desirable, it is necessary that a plan change be cleared through the Building Division. This can sometimes be done over the counter, but if the building area or structural features are to be modified it may be necessary to perform an additional plan review and/or that an additional permit is obtained. If you have questions regarding a need for plan change approval, please call and ask the Building Department (208)883-7022.



AVOIDING PERMIT EXPIRATION

Building code provisions require that work be continued if a permit is to remain valid. During any 180-day period, if some reasonable amount of work is not accomplished, your permit will automatically expire. Once expired, additional fees will be necessary to renew the permit, so it is in your best interest to continue work until completion. Extensions may be granted following the requirements of the adopted code.

FINAL APPROVAL

Prior to requesting a final inspection from the Building Division, you should obtain approval from Planning and/or Engineering Divisions for work they may have required as a condition of permit issuance. To gain approval of landscaping or street improvements, which may have been required as a condition of permit issuance, call Planning Division at (208) 883-7022 and Engineering Division at (208) 883-7034 and request inspections for those items.

After the building inspector makes the final inspection and all requirements have been satisfied, your project will receive a Certificate of Occupancy.

If a new electric or gas service has been installed, you must call the appropriate utility company and arrange for installation of meters.



SUMMARY

We have attempted to provide a useful document that provides general information, to assist you in your project. To ensure that your project proceeds without delay, consider the following:

- Ask for a preliminary review of your proposed work before you develop working drawings.
- Plan carefully, make sure plans are complete and clearly indicate what you are going to do, where you are going to do it and how you propose to do it.
- If you do not have basic design or construction skills, consider getting help from professionals.
- Call for inspections ahead of time and recheck your work before the inspector arrives, thereby avoiding project delays.
- Plan ahead for final utility connections. The Building Division must inspect and approve the work prior to being able to issue clearances to utility companies to connect services.



Remember, when in doubt, give us a call, and ask for help. It's easier and less costly when we can prevent a problem before it develops.

The Building Division's primary goal is to provide a safe, pleasant living and working environment for the residents of Moscow.

If you have comments or questions please contact us.



Justin Goodwin, CBO

Building Official

E | jgoodwin@ci.moscow.id.us

P | 208-883-7014

F | 208-883-7033

NOTES:

USEFUL TELEPHONE NUMBERS

Community Development (208) 883-7022
221 E. Second Street

Public Works/Engineering (208) 883-7034
221 E. Second Street

City Fire Marshall (208) 882-5741
229 Pintail Ln.

Avista, Gas/Electrical Utility (800) 227-9187

Latah Sanitation (Waste Hauler) (208) 882-5724

Water Service & Sewer Service (208) 883-7040

Assessor (208) 883-5710

Snow Hotline (208) 883-7140

Parks and Recreation (208) 883-5709

Latah County Planning/Building (208) 883-7220