



CITY OF MOSCOW
COMMUNITY DEVELOPMENT DEPT
 Ph: 208-883-7022 Fax: 208-883-7033
 permittech@ci.moscow.id.us

PERMIT APPLICATION

Project Location:

Address/Parcel # _____
 Applicant Name _____
 Property Owner _____
 Property Owner Mailing Address _____
 City _____ State _____ Zip _____
 Phone _____ Fax _____
 E-Mail _____

Project Type:

<input type="checkbox"/> Commercial/Multi-Family Residential	<input type="checkbox"/> Residential (1 & 2 Family)
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Nature of Work:

<input type="checkbox"/> New	<input type="checkbox"/> Addition	<input type="checkbox"/> Remodel
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Permit(s) Requested:

<input type="checkbox"/> Building	<input type="checkbox"/> Demolition	<input type="checkbox"/> Electrical
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Mechanical/Gas	<input type="checkbox"/> Other

Number of Stories _____ Number of Bedrooms _____ Number of Baths _____

Existing Use of Building _____

Building Height _____ Heating Source: Gas Electric

Basement Yes No Number of Gas Appliance Outlets _____

Number of Dwelling Units _____ Type of Construction _____

Sq. Ft. of New Finished Space _____

Sq. Ft. of New Unfinished Space _____

Sq. Ft. of Decks/Porches _____ Decks/Porches Covered Yes No

Project Valuation \$ _____

Trade	Contractor Business Name	Registration #
Building		
Electrical		
Plumbing		
Mechanical		

PROVIDE A DETAILED DESCRIPTION OF THE PROPOSED PROJECT

If work is being performed on a structure built before 1978 please contact the Environmental Protection Agency at 1-800-424-5323 or <http://www2.epa.gov/lead> to determine if lead paint abatement may be required.

NOTE: *This is not a permit for construction.*

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 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. This information is a public record and may be posted to a public website.

Printed Name _____

Signature of Owner/Contractor/ Authorized Agent _____ Date _____

Project Submittal Checklist

Project address is provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Plans must be legible, fully dimensioned and drawn to scale (recommend minimum 1/8" scale, 1/4" for structural, and 1"=10' to 1"=40' for site design) on sheets which are 11" x 17" min. for One & Two Family, and 18"x24" for Commercial with 24" x 36" recommended.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Plans must be signed by the person responsible for their preparation. When required, plans must be wet stamped and signed by a licensed architect or engineer registered in the State of Idaho.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
All plans and applications include an accurate description of the entire scope of work.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Names, addresses, and telephone numbers of the property owner and the individual responsible for the preparation of the plans.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Accurate description of the entire project including existing and proposed structure square footage, construction type, and occupancy classification.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
North arrow, plan title, scale, drawing number on every sheet, legend, and location of all property lines with dimensions.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Dimensions and locations of all existing and proposed structures with dimensions of setbacks for each structure to all property lines.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Street name(s) for all adjacent streets, all easements, floodplain/floodway limits and other restricted use areas, with dimensions.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Topographic contours providing elevations for existing and final grades on slopes, at property corners, and drainage patterns on the property identifying all erosion management methods	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Locations, dimensions, and slopes of all driveways, driveway approaches, and public sidewalks.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Dimensions of all architectural projections (mansards, marquees, bay windows, signs, cornices, balconies, awnings, eaves, etc.).	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Show all proposed and existing locations of public/private utility meters, sanitation connections, and private sewage disposal systems.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Note indicating that all construction must comply with all adopted City of Moscow Codes and Standards.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Fully dimensioned floor plans for every affected story. Every room shall identify the existing and the intended use. Door and window schedules shall be provided to identify the dimension and type of doors and windows. The floor plans shall identify all existing and new construction with a legend.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Dimensioned construction plans shall be provided for each floor and roof level. Structural, framing, and foundation plans shall identify the size and spacing of all construction elements.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Exterior elevations drawn to scale for each side of the existing or proposed structure indicating existing and finished grade lines with building height dimensions.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Cross-section drawings shall be provided for the building of at least two locations in orthogonal directions.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
When deviating from the conventional construction provisions of the City of Moscow adopted Building Codes, structural calculations shall be provided to substantiate the structural design. The plans and calculations shall be wet stamped and signed by a licensed engineer or architect registered in the State of Idaho.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Accessibility plans drawn to scale indicating compliance for: <ul style="list-style-type: none"> • Accessible parking space standards with identification of slopes. • Accessible routes to building(s) entrances and onsite facilities including mailboxes, waste receptacles, recreation areas, etc. with identification of slopes, ramps, landings, and handrail/guardrail designs. • Accessible building entrances and paths of travel within the building(s) with identification of ramps, landings, and handrail/guardrail designs. • Accessible features and facilities within the building, including restrooms, drinking fountains, counters, etc. 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A