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## Building Permit Application Process

Follow these steps for a typical building permit application.

### Design your project

Review applicable zoning and building codes to make sure your project complies with current regulations. Work with contractor, architect, or engineer, if necessary, but remember you are responsible to ensure your project is in compliance.

### Compile the documents needed for your application

Review information about different permit types to identify the type of permit you need and for any Planning and Zoning needs.  
Review the residential or commercial checklist to make sure you have all the required materials (such as a site plan and building plans).

### Submit application

Submit your application

Fill out the Building Permit Application. You will need your required documents (such as site plan, building plans, cost schedule or bid etc.), so be sure to review the checklists carefully.

Turn in to city front desk

### Review

Plan Review

Your plans will be reviewed by staff with different technical expertise to determine compliance with building codes, zoning codes, stormwater regulations, fire safety and other aspects based on the scope of your project.

Staff reviewers will provide comments to be addressed, or approval.

Example: Planning and Zoning will not approve a project permit until all zoning issues have been resolved. If you are applying for a permit for construction of one



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type of building that is not typically allowed, it will not be approved for construction until this has been resolved.

### **Approval**

#### **Approval and Payment**

Staff will provide an invoice documenting the fees owed, at which time you may pay permit fees and receive your permit to be posted on site.

Once your plans are approved and signed by all Department heads and have received your permit, you can proceed to construction

### **Inspections**

Once your permit is issued by the City, you can schedule any inspections required for your permit type

### **Permit closed**

When all inspections have been passed, any special conditions met, and all documents have been received, the permit is closed

A Certificate of Occupancy is issued, if applicable, after the permit is closed. If a C of O is not needed, a Letter of Completion will be issued.

If you need special approvals such as a variance, review or Design Development options please see the Planning & Zoning code and or speak with the P&Z Administrator Lori Freeman at City Hall.

**Note:** All new construction, remodeling, expansion, repair, fencing, mobile home installation, window installation carport, alterations, excavation etc. is covered under permit requirements in the City of Glenns Ferry. Please ensure that all proposed work is on the application to be reviewed. Any work not permitted on the permit is NOT AUTHORIZED and could result in an order to stop work along with suspension of permits and penalties (See City Code 9-1).

Dated: 03/30/2022