



Planning & Development

Do I Need a Permit?

Not many people look forward to visiting City Hall to obtain a permit. Most people, however, are pleasantly surprised by the ease and speed of the process. A number of permit types are issued over-the-counter, including bathroom and kitchen remodels where there is no structural work. Most other residential projects are processed with a fairly short turn around, often less than 10 days.

Not only does a permit ensure the work is done correctly and to code, you will also avoid the pitfalls of failing to obtain a permit. Among the downsides of failure to obtain a permit prior to starting work are increased fees (double the normal permit fees), the possibility the work is unsafe and hazardous, the possibility that the work does not meet code and will have to be repaired or removed, and the requirement that you disclose illegal construction when you go to sell your home.

Obtaining a permit is the law, and it is also a good idea. Planning & Building staff are ready to assist you as you navigate through the review process. We are located at Payette City Hall, 700 Center Avenue, in downtown Payette. We can be reached by phone at (208) 642-6024.

A building permit is required if you plan to construct, enlarge, alter, repair, move or change the occupancy of a building or structure. A building permit is also required if you plan to install, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, provided the installation is regulated and permits are issued by the State of Idaho Building Division. If you are unsure if you need a permit, please contact us.

Permits can be obtained by submitting a permit application and required information/plans to the City Planning Department. Some permits can be processed as a "walk-through" permit but others will require a more in-depth plan review by staff and could take between four and 12 days depending on the type of project. Below find examples of work that requires a permit:

- Construction that changes the size or occupancy of the building.
- Construction, alteration, or replacement of any exterior or interior load bearing or non- load bearing wall.
- Any building framing work.
- Enclosing of any space including existing carports, porches and screened in rooms.
- Construction of any raised deck (whether attached or detached and with or without a roof).
- Replacement of columns, beams, joists, rafters, or any other structural component.
- Repair of wall, floor, or roof sheathing.
- Repair and/or replacement of any stairs and/or guardrails.
- Replacement, alteration, addition to or deletion from any electrical, plumbing (including fixture relocation) or air-conditioning system. (This applies to work inside or outside of the building on the property). *Issued by State of Idaho*
- Replacement of window, doors, garage doors or skylights in existing or altered wall openings.
- Fire repairs of any type or scope.
- Installation or storage of utility sheds, unless smaller than 200 square feet in area and without a slab.
- All permanent sign types, including awnings.
- Commercial type awnings and canopies.
- Sidewalks & driveways.
- Parking lot alterations.
- Tree removal.
- Flag poles.
- Grease traps and septic tanks. *Issued by SWDH*