



CITY OF MONTPELIER

Building Permit Application Form

Processed Through Bear Lake County Building Department

7 East Center, PO Box 190, Paris Idaho, 83261

208-945-2212, ext 39, Fax 208-945-2248

Date: _____

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


Contractor: Name _____	Architect: Name _____
Address _____ _____	Address _____ _____
Phone _____	Phone _____
Registration # _____ Required as per (IC54-5205)	

HVAC Contractor:
 Name _____ Address _____
 License # _____ Phone _____
 Required as per (IC54-5008)

New Construction: (Natural Gas/Propane or Electric	\$100.00
Retrofit Gas/Existing w/piping over 10', or fireplace install	\$ 50.00
Retrofit Existing Electric or Gas w/less than 10' piping	\$ 25.00
Furnace Replacement (no change in ducting/gas piping)	\$ 25.00
Water Heater Replacement	\$ 25.00
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 (Ordinance NO 601) 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 _____

Montpelier City Building Permit Procedure:

- A. Construction must begin within 180 days of approval.
- B. The applicant must identify with stakes or other means, the location of (1) the property boundaries, and (2) the structure before inspection. A survey may be needed if ownership lines are questionable.
- C. The applicant will provide a copy of plans or drawings of the project for review.
- D. Applicant will provide a secure surface for attachment of building permit prior to inspection.
- E. Separate permits are required for electrical, plumbing and mechanical. Mechanical permits are handled through this office.
- F. Construction begun prior to obtaining a permit constitutes a violation and may be subject to fines.
- G. We request the applicant provide a copy of approval from any home owners association involved with the new construction. Or a survey must be preformed to identify property corners.
- H. The applicant will provide prove of city sewer and water approval.
- I. Projects that will access a state highway must have approval from the Idaho Department of Transportation.
- J. Permits cannot be issued on lots that are illegally subdivided.
- K. Inspections will be performed by the building inspector on; footings, foundations, framing, insulation, sheetrock, and final. The builder/ homeowner will call for inspections at least 24 hours before inspections are needed.
- L. A final inspection must be completed and a Certificate of Occupancy given **BEFORE THE BUILDING CAN BE OCCUPIED.**
- M. Refunds: If applicant chooses not to build after paying for 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. 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: _____