

Commercial Change of Occupancy  
 JEROME COUNTY BUILDING DEPARTMENT  
 300 North Lincoln, Jerome, ID 83338 RM 208  
 Office Number: (208) 324-9262

<b>Permit #</b>  <b>Staff Initials:</b>
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\* ALL ITEMS WITH AN ASTERIC ARE REQUIRED, ALL OTHER ITEMS ARE SPECIFIC TO THE PROJECT.  
 PLEASE CHECK WITH STAFF TO DETERMINE ALL OTHER NECESSARY REQUIREMENTS

**NAME:** \_\_\_\_\_

**PARCEL # and ADDRESS:** \_\_\_\_\_

<u>REQUIRED PAPERWORK:</u>	<u>AGENCY LETTERS:</u>
* _____ Change of Occupancy Application	* _____ Health Department or City _____ Permit # or Letter
* _____ Summary Sheet (Assessor's Office)	IF REQUESTED BY STAFF:
* _____ Floor Plan(s): (3 Sets)	_____ Fire Department
* _____ Property Deed _____ Subdivision Plat	_____ Highway Department
	_____ Canal Company
	_____ Other _____

- \_\_\_ **\*Site Plan (3 Sets)**
- \_\_\_ Scale
  - \_\_\_ North Arrow
  - \_\_\_ Property Lines w/dimensions
  - \_\_\_ Proposed & Existing Structures
  - \_\_\_ Square Footage of Proposed Structure
  - \_\_\_ Distances Between Structures
  - \_\_\_ Setbacks of Buildings to Property Lines
  - \_\_\_ Location of Well, Septic, Drain Field
  - \_\_\_ Location of Existing/Proposed Access
  - \_\_\_ Road Name at Point of Access
  - \_\_\_ Location of Easements (i.e. power, water, road, access)
  - \_\_\_ Parking & Lighting
  - \_\_\_ Canals Ditches, Irrigation

- \_\_\_ **\*Floor Plan (3 Sets)**
- \_\_\_ Scaled floor plan showing use of each room
  - \_\_\_ Sq. Feet

**Address #'s Posted:** Yes \_\_\_\_\_ No \_\_\_\_\_  
 (site only not for bldg)

ZONING REVIEW _____	DIVISIONS OF PROPERTY ___/___/___	TO INSPECTOR ___/___/___
<b>FEES PAID:</b>		
INSPECTION FEE	___/___/___ \$ _____	\$ _____ Rcpt.# _____
REINSPECTION FEE	___/___/___ \$ _____	\$ _____ Rcpt.# _____
ADDRESS Numbers (site only not for bldg)	___/___/___ \$ _____	\$ _____ Rcpt.# _____
Total \$ _____		Rcpt.# _____



# Jerome County Building Department

300 North Lincoln, Room 200 Jerome, ID 83338  
Phone: 208-324-9262 Fax: 208-324-9263  
Application for Change of Occupancy

**Commercial**  
Permit # \_\_\_\_\_  
Staff: \_\_\_\_\_  
Date: \_\_\_\_\_

Address of Building \_\_\_\_\_ Parcel#: \_\_\_\_\_  
Owner Name \_\_\_\_\_ Address \_\_\_\_\_ Phone# \_\_\_\_\_  
Email Address \_\_\_\_\_  
Occupant Name (if Different) \_\_\_\_\_ Address \_\_\_\_\_ Phone# \_\_\_\_\_  
Contact Name \_\_\_\_\_ Phone# \_\_\_\_\_ Email \_\_\_\_\_  
Prior Use \_\_\_\_\_ Proposed Use \_\_\_\_\_

**Please provide proposed floor plan including exits and a site plan with parking and lighting.**

# of Occupants/ Employees Proposed \_\_\_\_\_ # of parking places provided \_\_\_\_\_ Gross Square Footage of Building \_\_\_\_\_

Change of Occupancy Inspection requirements: 4" Address number on front of building, Lever style openable in one motion lockset- **No Dead Bolts**. Exit signs at all exits. Current 10 Lbs. ABC fire extinguisher at exit of doors.

Interior/ Exterior construction changes proposed \*Yes  No  Change in signage proposed \*Yes  No

**\*Additional reviews and permits may be required for interior/exterior changes to the building. Architectural, engineering, and proposed sign plans will be required prior to issuance of permits for any interior and/ or**

- A. It shall be the duty of the permit holder or their agent to notify the building official that such work is ready for inspection and to comply with the current building codes.
- B. No building of structure shall be occupied until the building official has issued a certificate of occupancy.
- C. Every permit shall become invalid if the work authorized by such permit is suspended or abandoned for a period of 180 days.
- THIS PERMIT IS ISSUED SUBJECT TO THE REGULATIONS CONTAINED IN THE BUILDING CODE AND IT IS HEREBY AGREED THAT THE WORK TO BE DONE AS SHOWN IN THE PLANS AND SPECIFICATIONS WILL BE APPLICABLE THERETO. THE BUILDING OFFICIAL RESERVES THE RIGHT TO REVOKE ANY BUILDING PERMIT THAT IS ISSUED IN ERROR OR ON THE BASIS OF INCORRECT INFORMATION.
- EXPIRATION AS PER THE 2015 IBC R105.5 WORK MUST BE COMMENCE WITHIN 180 DAYS AND MAY NOT BE SUSPENDED OR ABANDONED FOR MORE THAN 180 DAYS WITHOUT WRITTEN REQUEST OF APPLICANT AND WRITTEN APPROVAL OF THE BUILDING OFFICIAL.
- IN MAKING THIS APPLICATION, THE APPLICANT REPRESENTS THAT ALL STATEMENTS ARE A TRUE DESCRIPTION OF THE PROPOSED USE AND / OR BUILDINGS AND THAT ALL PROVISIONS OF THE LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT.

\_\_\_\_\_  
SIGNATURE

PLEASE PRINT YOUR NAME  
 OWNER  CONTRACTOR/AGENT

**24 HOUR NOTICE REQUIRED FOR INSPECTIONS (208)324-9115**

**DEPARTMENT USE ONLY**

ZONING AT SITE: \_\_\_\_\_ COMPLIANCE: \_\_\_\_\_ ADDRESS #'S POSTED AT ENTRANCE  YES  NO

OTHER PERMITS REQUIRED: \_\_\_\_\_ P&Z HEARING: \_\_\_\_\_

DATE: \_\_\_\_\_ BY: \_\_\_\_\_ APPROVAL DENIAL

CURRENT OCCUPANCY \_\_\_\_\_ PROPOSED OCCUPANCY \_\_\_\_\_ TOTAL SQUARE FEET \_\_\_\_\_

**BUILDING DEPARTMENT APPROVAL**

THIS BUILDING PERMIT DOES NOT BECOME VALID UNTIL SIGNED BY THE BUILDING OFFICIAL AND FEES ARE PAID

# **Jerome County requires a Building Permit before ANY construction can begin.**

Double Fees may be levied whenever construction has begun prior to obtaining a building permit.

Prior to obtaining a building permit, you should determine whether your project meets appropriate zoning requirements and whether there are any floodplains or other engineering restrictions.

All Building Permits require a Zoning Permit (Application included) to be reviewed and approved by the Zoning Administrator. Zoning must be approved before your application will move to the Building Department for review.

## **Zoning Requirements:**

1. Structures under 200 square feet may require a Zoning Permit, but not a Building Permit unless the structure is attached to an existing building, then a Building Permit will be required.
2. Structures over 200 square feet will require a Building Permit.
3. Agricultural buildings will require a Zoning Permit and an AG Siting Permit only.
4. Fire Department letter, if the project is over 150 feet from the main road. An access road to Jerome County Fire Department requirements shall be installed prior to construction.

## **Current Adopted Codes**

2018 International Building Code  
2018 International Residential Building Code  
2018 International Existing Building Code  
2018 International Energy Conservation Code  
2018 International Mechanical Code  
2018 International Fuel Gas Code

One-story detached accessory structures, provided the floor area is no greater than 200 feet, are exempt from permit.

## **Design Criteria**

Wind Speed: 115 MPH

Wind Exposure: C

Ground Snow Load: 30 PSF

Table R301.5 is amended to require a minimum uniform live load of 40 PSF in habitable attics and sleeping rooms.

Seismic Design Category: C

Presumed Soil Bearing Pressure: 1500 PSF without soils investigation

Frost Depth: 24 inches

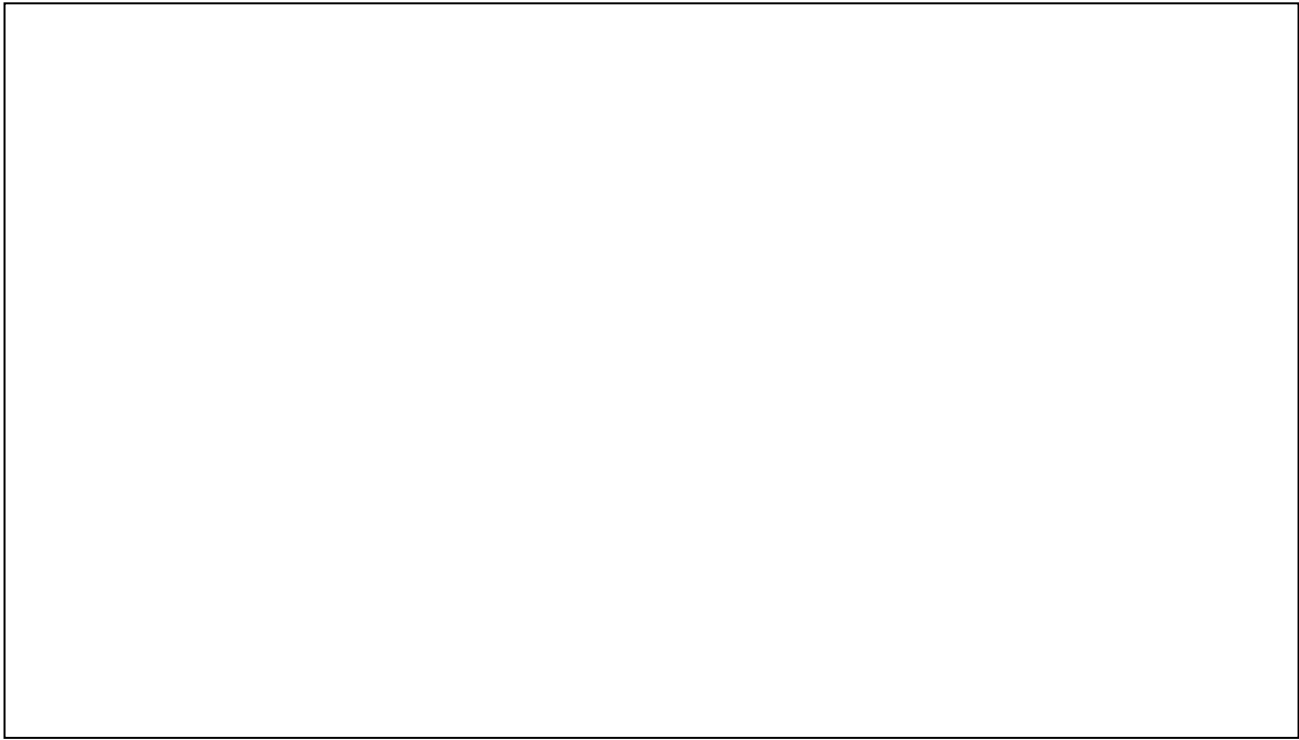
Elevation: 4048 feet above sea level

Climate Zone: 5B

R105.5 **EXPIRATION:** Every permit issued shall become invalid unless the work authorized by such permit is commenced within **180 days** after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of **180 days** after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

**For mechanical applications and all other information please go to our website**

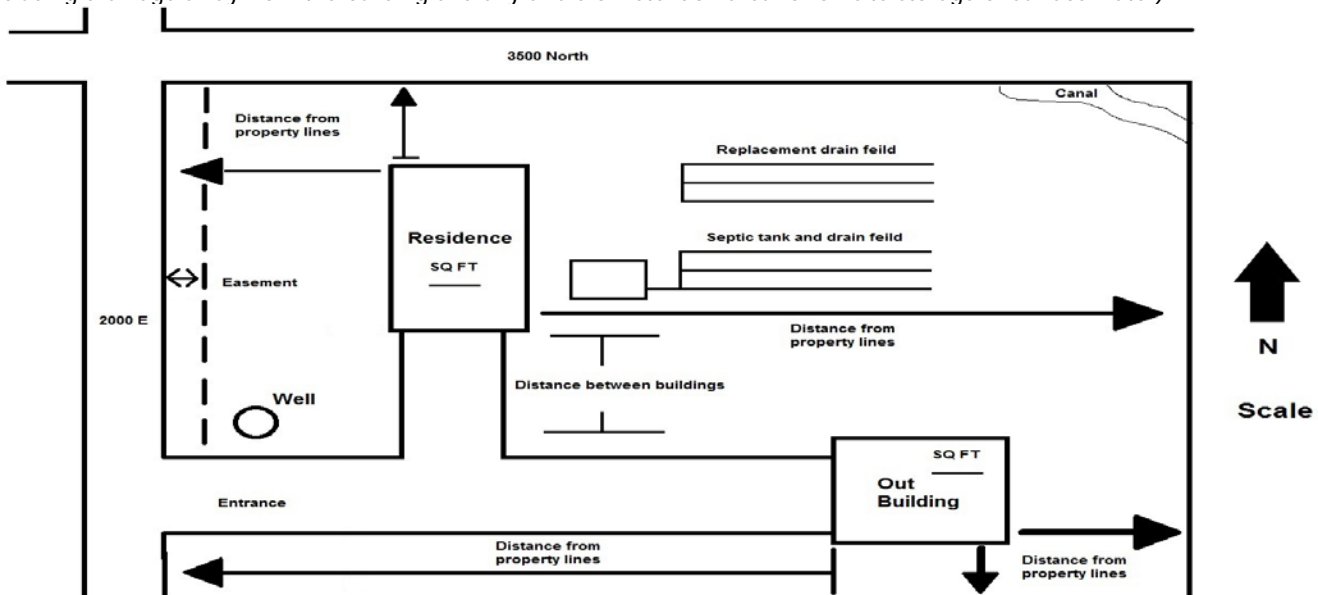
[www.jeromecountyid.us/158/Building-Department](http://www.jeromecountyid.us/158/Building-Department)



## SITE PLAN

The site plan should be drawn to an acceptable scale, showing the exact dimensions and the shape of the lot to be built upon and must include:

- \_\_\_ Scale
- \_\_\_ North Arrow
- \_\_\_ Property Lines w/dimensions
- \_\_\_ Proposed & Existing Structures
- \_\_\_ Square Footage of Proposed Structure
- \_\_\_ Distances Between Structures
- \_\_\_ Setbacks of Buildings to Property Lines
- \_\_\_ Location of Well, Septic, Drain Field
- \_\_\_ Location of Existing/Proposed Access
- \_\_\_ Road Name at Point of Access
- \_\_\_ Location of Easements (i.e. power, water, road, access)
- \_\_\_ Canals Ditches, Irrigation
- \_\_\_ Parking
- \_\_\_ Site Drainage System  
 (Including drainage away from the building and any swale or retention area for on-site storage of surface water)



## INSPECTION CRITERIA

1. 4" ADDRESS NUMBERS POSTED ON FRONT OF BUILDING.
2. LEVER STYLE OPENABLE IN ONE MOTION LOCKSET – **NO DEAD BOLTS**
3. EXIT SIGNS AT ALL EXITS
4. CURRENT 10 LBS. ABC FIRE EXTINGUISHER AT ALL EXIT OF DOORS

# Agency Numbers

COMPANY	NAME	PHONE NUMBER	ADDRESS	CITY
A&B CANAL	DON TEMPLE	(208) 436-3152	P.O. BOX 675	RUPERT
AMERICAN FALLS #2 RESERVOIR	LYNN HARMON	(208) 886-2331	409 N APPLE ST	SHOSHONE
BIGWOOD CANAL CO.		(208) 886-2331	409 N APPLE ST	SHOSHONE
BLM		(208) 732-7200	400 W F	SHOSHONE
DIGLINE		(800) 342-1585	50 S COLE RD.	BOISE
EDEN, CITY		(208) 731-0329	P.O. BOX 376	EDEN
FIRST SEGREGATION/EDEN FIRE DEPT.	DONALD UTT	(208) 825-5776	235 E WILSON AVE	EDEN
FIRST SEGREGATION CITY FIRE	DONALD UTT	(208) 825-5725	235 E WILSON AVE	EDEN
HAZELTON CITY HALL		(208) 829-5415	P.O BOX 145	HAZELTON
IDAHO DEPT OF WATER RESOURCES		(208) 736-3033	650 ADDISON AVE W STE 500	TWIN FALLS
IDAHO POWER		(208) 736-3236	133 FAIRFIELD ST N	TWIN FALLS
ITD DIV OF HIGHWAYS		(208) 886-7800	216 SOUTH DATE	SHOSHONE
INTERMOUNTAIN GAS		(208) 737-6300	451 ALAN DR.	JEROME
JEROME, CITY		(208) 324-8189	152 EAST AVE A	JEROME
JEROME COUNTY AIRPORT		(208) 324-9980	472 HIGHWAY 25	JEROME
JEROME COUNTY BUILDING DEPT		(208) 324-9262	300 N LINCOLN RM 208	JEROME
JEROME COUNTY P&Z/ CODE ENFORCMENT		(208) 324-9116	300 N LINCOLN RM 208	JEROME
JEROME HIGHWAY DISTRICT	BUD RASMUSSAN	(208) 324-4601	30 N 100 W	JEROME
JEROME RURAL FIRE DEPT	JOE ROBINETTE	(208) 420-8382	143 EAST AVE A	JEROME
	LARRY ROBBINS	(208) 539-3078	143 EAST AVE A	JEROME
JEROME SEWER & WATER	ROY PRESCOTT	(208) 280-2163	110 N 800 E	JEROME
MILNER IRRIGATION		(208) 432-5560	5294 E 3610 N	MURTAUGH
NORTH SIDE CANAL CO.	ALAN HANSTEN	(208) 324-2319	921 N LINCOLN	JEROME
SIRCOMM	HOPE	(208) 324-1911	911 EAST AVE H	JEROME
SOUTH CENTRAL PUBLIC HEALTH		(208) 324-8838	951 EAST AVE H	JEROME
		Public Records Email	phd5.idaho.gov	
	TWIN FALLS OFFICE	(208) 737-5900	1020 WASHINGTON ST N	TWIN FALLS
WEST END FIRE DEPARTMENT	RANDY SUTTON	(208) 438-4511	P.O BOX 94	PAUL