

Process for “Call in Permit’s”

The City of Star offers a phone-in permit system for Electrical, Mechanical, Plumbing Contractors and Excavators. With this, you may call the office for a permit rather than coming into the office to purchase it. To set up a phone-in permit account, you must bring your original, valid Idaho issued contractors license in and fill out the application. Phone-in permits will be processed by phone by calling (208) 286-0074 after your initial setup.

The following rules apply to the Phone-In Permits:

- ❖ The City allows ten (10) calendar days to remit payment for the permit. If not paid the fee will automatically double. No final inspections will occur until the permit fees are paid in full. Any company paying double fees **more than twice** will be removed from the Phone-in Permit List **permanently**.
- ❖ Any returned checks will remove your company from the “Call in List” and will require cash payment in full when pulling a permit. In addition the City of Star has a \$25.00 returned check fee.