

BUILDING DEPARTMENT

General Information

The Building Department is responsible for administering and enforcing the officially adopted building codes, as well as the City Unified Code and Ordinances. The two processes performed by the City Building Department are the ***plan check*** and the ***on-site inspection(s)***.

The purpose of the Building Department is to ensure that all development within the City of Star meets the International Building Code, National Electrical Code and Uniform Plumbing Code standards to safeguard health, property, and public welfare by regulating construction, quality of materials, occupancy, and location of new and existing structures.

Procedure for Obtaining a Building Permit

All applicants must complete a Building Permit Application. Applications can be obtained from the Building Department at City Hall, or downloaded on the City website. The BP Application must be submitted to the Building Department at City Hall, complete with all required documentation and signed by the applicant, or the applicant's representative.

Phone-In Permit System

The City has established a phone-in permit system for electrical, mechanical, and plumbing permits required by the ordinances and resolutions of the city. Qualified, licensed contractors may obtain permits by telephone in lieu of purchasing permits in person at city hall. (See Process for "Call In Permits")

Plan Requirements for Building Permit Application Submission:

- Sets of Full Size Plans, as required by the Building Department.
- All Plans must be stamped by an architect and/or an engineer licensed in the State of Idaho.
- Plans must be to scale, no smaller than 1" to 100'.
- Plan sets must include: Site plan, foundation plan, Concrete Detail, all four (4) elevations, Roof Framing Detail, Floor Framing Plan and Floor Plan. At least one elevation shall contain the site's record grade and finished grade.

- Elevation Certificate (s), as required by the City's Flood Plain Ordinance, and/or Zoning Administrator.

Plans will be reviewed for compliance with the International Building Codes and all other adopted codes, including the Unified City Code.

Please allow three to four weeks between plan submittal and permit issuance for Residential projects, and four to six weeks for Commercial projects.

The Building Department will notify the applicant when the plan review is complete and the building permit is ready to be picked up.

Note:

Footings are to be a minimum of 24 inches below frost level. Excavation for footings is considered "start of work" and therefore a permit is required.

INSPECTIONS

The following inspections are required. Please call for these inspections not less than 24 hours in advance. All re-inspection fees must be paid current at the time of an inspection request.

RESIDENTIAL BUILDING PERMITS

FOOTINGS - All steel to be secured in place (Make sure that property pins are accurate for setback requirements.)

FRAMING - After plumbing, electrical, and HVAC rough-in inspections have passed.

FINAL - Prior to occupancy of the structure.

COMMERICAL

FOOTINGS - All steel to be secured in place (Make sure that property pins are accurate for setback requirements.)

FRAMING - After plumbing, electrical, HVAC rough-in inspections have passed.

STEM WALLS - All steel secured in place. Include seismic hold downs.

ENERGY - After all windows and doors have been installed and sealed.

FINAL - Prior to occupancy of the structure.

INSULATION INSPECTIONS - optional and will be scheduled by request of the applicant.

Other inspections such as sheetrock, shear wall nailing, firewall construction and masonry unit construction may be required, depending on the nature of the project. Inspections will be determined at the time of Permit issuance. Additional fees may be assessed for these inspections.

FREQUENTLY ASKED QUESTIONS:

What is the minimum square footage required for a Building Permit in the City of Star ?

All new construction and remodel construction **120 square feet** and larger require a Building Permit in the City of Star.

Does the City of Star require a Building Permit to remodel an existing house?

YES.

The building code states a Building Permit is required to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish any structure.

A Building Permit is not required for anyone wishing to repaint a structure, provided the size of the window openings will not change. If you are re-siding the entire structure a building permit is required.

Does the City of Star require a Building Permit to re-roof an existing structure?

YES.

*A Building Permit is required for a re-roof of an entire building.
A small patch job does not require a Building Permit.*

Does the City of Star require a Building Permit for a fence?

NO.

However, a fence must meet the setback requirements of the subject property's zoning designation and all other regulations as stated in the City of Star Unified Code.

Does the City of Star require a Building Permit for a Manufactured Home?

YES.

A manufactured home requires a Building Permit. The Building Official will require the same site information required from an applicant seeking a building permit for a single family dwelling.

Does the City of Star require a Building Permit for an "Ag Building"?

NO.

An "Ag Building" as defined in the International Building Code does not require a Building Permit, but must meet the setback requirements of the subject property's zoning designation and the City of Star Unified Code

**TO CONTACT THE CITY OF STAR BUILDING DEPARTMENT
PLEASE CALL (208) 286-0074.**