



City of Carey Building Permit Procedure

1. The City of Carey has adopted the 2018 International Building Code with local amendments.
2. Prior to obtaining a building permit application you should:
 - Determine whether your project meets appropriate zoning ordinance requirements and whether there is any floodplain or engineering restrictions. Contact Planning and Zoning if you have questions regarding zoning and floodplains.
 - Licensed architect or structural engineer stamp approval of building plans. If you do not have this done, the city will have the city engineer approve plans at your cost.
 - If you live in a subdivision that has a HOA with CCR's you will need to have the plans signed by HOA
3. Two (2) sets of:
 - Complete plot plan drawn to scale including north arrow.
 - Scale of drawing
 - Legal description
 - Owner's name, address, and phone number
 - Property line and lot dimensions
 - Street names
 - Setbacks from property lines (front, side, rear)
 - Location of all buildings on property
 - Curb cuts and driveway widths
 - Front entrance
 - Square footage of building
 - Proposed additions and dimensions
4. Two (2) Complete sets of:
 - Building plans
 - Drawn to scale, including floor plan, foundation plan, two building elevations (front and side), typical building section or wall section, showing construction system, multi-story houses will require floor framing plans, showing direction of joists and major supporting members, houses and trusses or rafters in more than one direction will require a roof framing plan.
 - Certificate is required for pre-engineered trusses (50 lb. live load)
5. Obtain a building permit application at City Hall or download application on www.cityofcarey.org
6. The following six (6) signatures are required on the building permit application:
 - Licensed architect or structural engineer approval.
 - HOA (if applicable)
 - Fire Inspector – Richard Kimball – 208-720-2076
 - Public Works Department – 208-721-7444. If city is not providing services to your building location, the building permit application must be signed by South Central District Health
 - Planning and Zoning – 208-720-9981
7. Take your completed application with two (2) sets of building plans, which should include a plot plan, to the Building Inspector and all applicable fees.
8. Fees due prior to building permit issuance are building permit fees, water and sewer hookup fees, water and sewer annexation fees, Carey rural fire department, plan check fee and annexation fee.
9. Also, may require any other documents or things that staff, commission or city council sees fit for this application.