BUILDING PERMIT PACKET
Remodel / Repair
Commercial – Residential – Mixed-Use

The Ketchum Planning and Building Department believes in working collaboratively with property owners, design and construction professionals and the public to ensure a smooth permit review and approval process.

This packet includes the required submittal forms. Also, attached are unique code references that when followed help facilitate a more seamless review and approval of your permit.

Enclosed:
1. Submittal, Review and Approval flow chart
2. Submittal instructions
3. Application form
4. Application checklist
5. Dark Sky ordinance regulations summary
6. Recycling ordinance regulations summary
7. Construction Management Plan regulations summary

Planning and Building staff are available by phone or appointment to discuss any questions you may have about regulations or the review process.

Planning Division, Ketchum Planning & Building Department: 208-726-7801
- For inquiries related to application fees, certification of completeness status, and zoning regulations

Building Division, Ketchum Planning and Building Department: 208-727-5079
- For inquiries after application has been launched for departmental review, review cycle status, and building regulations

Development Review Committee
- The Planning and Building Department hosts a weekly standing meeting at 11:00 a.m. on Wednesdays to provide high-level feedback on development proposals. The meeting convenes representatives from the city Planning and Building, Fire, Utilities, and Streets and Engineering departments. Participation in a Development Review Committee meeting is highly encouraged early-on in the conceptual phase for new development.
- Contact Abby Rivin, Associate Planner, at 208-727-5082 to request to be added to the meeting agenda.

Updated January 30, 2020
This process has been revised for 2020 in order to ensure all necessary plans/documents have been received prior to beginning the review. The intent is to reduce the number of review cycles/requests for additional information that occur and to expedite issuance of building permits. Your feedback on the revised process is welcome.

Building Permit Submittal/Review Process:

1. Application submittal. Submit complete application package, with all required forms completed, electronically or in-person. Payment is no longer accepted at the time of initial submittal.

2. Invoice and Certification of Completeness. Within two (2) business days of receipt of your application staff will follow up and provide the following:
   a. An invoice with the fee amount due; and either
   2b. A confirmation that the application is certified complete and the application will be forwarded (“launched”) to all departments for review.
   2c. A request for the additional plans/information required (such as Construction Management plans) in order to certify the application complete and forward (“launch”) the application to all departments for review.

3. Application launched for review. After payment is received and all necessary plans/documents have been received (application has been “certified complete”), the application will be launched to the Planning, Building, Fire, Streets/Engineering, ADA, and Water/Sewer department officials for review and approval.

4. Round 1 of departmental reviews. All departments will complete the first round of review within 10 business days. (Note: In order to facilitate building permit issuance, applicants are encouraged to attend a weekly Development Review Committee meeting, held weekly at 11:00 a.m. on Wednesdays). Upon review by all departments one of the following will occur:
   5a. Permit issued.
   5b. Request for revisions/additional information. You will be informed revisions or additional information is needed. Review cycles will continue until all departments have approved the permit.
Electronic Plan Review Submittal Standards and Procedure

File Naming Standards
Please note that electronic plans that do not meet these requirements will not be accepted. Resubmittal plans must use the exact same file name as the original, so they will replace the original in the Approved Documents folder.

- Sheet Identification Name:
  The first character must represent the discipline that produced the plan:
  “A” for Architectural
  “L” for Landscape Architect
  “S” for Structural
  “E” for Electrical
  “C” for Civil
- Sheet Number
- Sheet Name
  Example: A1.0_Architectural Site Plan

Required Files
- Applicant Cover Sheet – shall be named A0.0_Cover Sheet. It shall include an index of all drawings included in the permit submittal.
- Others as required by the Building Permit Submittal Checklist.

Plan Sheet Standards
All plans must be drawn to scale, and a graphic scale shall be included for each drawing scale included on a sheet.

Acceptable File Types
Plans and Documents: PDF or JPG. Each page should be saved and uploaded into a separate file.
Plan Orientation: Landscape

Building Permit Submittal Process
- Submit Building Permit application form, completed Building Permit Submittal Checklist (available at www.ketchumidaho.org), electronic plans and documents (on a disk, flash drive or email to building@ketchumidaho.org) and fee to the Building Coordinator.
- You will receive an email inviting you to ProjectDox, so you can check the progress of your application.
- As the plan review occurs, check the emails from ProjectDox as they may be requesting additional information or corrections.
- Submit requested additional information or corrections in electronic form (on a disk, flash drive or email to building@ketchumidaho.org) to the Building Coordinator.

Building Permit Approval
- The Building Coordinator will notify the primary contact on the building permit application when the building permit has been approved.
- The approved set of plans shall be printed from the ProjectDox Approved Documents folder and shall be available on the construction site at all times during the course of the construction project.
- Pick up your Building Permit placard from the Building Coordinator prior to commencement of any construction. The placard shall be posted in a prominent location, where it can be viewed from the street, and shall remain posted for the duration of the construction project.
City of Ketchum Planning & Building

Building Permit Application
Remodel/Repair
Commercial – Residential – Mixed-Use

NOTE: All fields must be completed.

### BUILDING PERMIT APPLICATION

<table>
<thead>
<tr>
<th>PROJECT NAME:</th>
<th>ESTIMATED COST OF CONSTRUCTION: $</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROPERTY ADDRESS:</td>
<td>(May be audited by Building Official)</td>
</tr>
<tr>
<td>Is any portion of the project occurring on Common Area or Limited Common Area?</td>
<td>Yes [ ] No [ ]</td>
</tr>
<tr>
<td>PROPERTY OWNER:</td>
<td>CURRENT MARKET VALUE: $</td>
</tr>
<tr>
<td>(If owned by LLC or Trust, proof of ownership required.)</td>
<td></td>
</tr>
<tr>
<td>Mailing Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Phone:</td>
<td>Email:</td>
</tr>
<tr>
<td>CONTRACTOR:</td>
<td></td>
</tr>
<tr>
<td>Registration No:</td>
<td></td>
</tr>
<tr>
<td>Mailing Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Phone:</td>
<td>Email:</td>
</tr>
<tr>
<td>ARCHITECT:</td>
<td></td>
</tr>
<tr>
<td>Contact:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>ENGINEER:</td>
<td></td>
</tr>
<tr>
<td>Contact:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>PRIMARY CONTACT:</td>
<td></td>
</tr>
<tr>
<td>Owner [ ] Contractor [ ] Architect [ ] Other [ ] [ ]</td>
<td></td>
</tr>
<tr>
<td>DESCRIPTION OF WORK:</td>
<td>Remodel [ ] Repair [ ]</td>
</tr>
<tr>
<td>ESTIMATED COST OF CONSTRUCTION: $</td>
<td></td>
</tr>
<tr>
<td>NUMBER OF DWELLING UNITS INVOLVED:</td>
<td></td>
</tr>
<tr>
<td>SQUARE FOOTAGE OF PROJECT:</td>
<td></td>
</tr>
<tr>
<td>CURRENT USE OF SPACE:</td>
<td></td>
</tr>
<tr>
<td>WILL PROJECT CHANGE THE USE OF THE SPACE?</td>
<td>Yes [ ] No [ ]</td>
</tr>
<tr>
<td>If Yes, what is the new use.</td>
<td></td>
</tr>
<tr>
<td>Are changes being made to the building exterior?</td>
<td>Yes [ ] No [ ]</td>
</tr>
<tr>
<td>ADMINISTRATIVE DESIGN REVIEW REQUIRED:</td>
<td>Yes [ ] No [ ]</td>
</tr>
<tr>
<td>Design Review Approved:</td>
<td>Yes [ ] NA [ ] Minor Modification [ ]</td>
</tr>
<tr>
<td>PARCEL NUMBER:</td>
<td>RPK</td>
</tr>
<tr>
<td>LEGAL DESCRIPTION:</td>
<td></td>
</tr>
<tr>
<td>Lot #</td>
<td>Block #</td>
</tr>
<tr>
<td>Subdivision:</td>
<td></td>
</tr>
<tr>
<td>ZONING DISTRICT:</td>
<td></td>
</tr>
<tr>
<td>GR-L [ ] GR-H [ ] LR [ ] LR-1 [ ] LR-2 [ ] AF [ ]</td>
<td></td>
</tr>
<tr>
<td>LI-1 [ ] LI-2 [ ] LI-3 [ ] CC-1 [ ] CC-2 [ ] RU [ ]</td>
<td></td>
</tr>
<tr>
<td>T [ ] T-3000 [ ] T-4000 [ ] STO [ ] STO-4 [ ] STO-H [ ]</td>
<td></td>
</tr>
<tr>
<td>ZONING OVERLAY DISTRICT:</td>
<td></td>
</tr>
<tr>
<td>Avalanche [ ] Floodplain [ ] Mountain Overlay [ ]</td>
<td></td>
</tr>
<tr>
<td>WSBA-1 [ ] WSBA-2 [ ] LI-48 [ ] LI-58 [ ]</td>
<td></td>
</tr>
<tr>
<td>SQUARE FOOTAGE:</td>
<td></td>
</tr>
<tr>
<td>Commercial Existing New Residential Existing New</td>
<td></td>
</tr>
<tr>
<td>1st Floor</td>
<td></td>
</tr>
<tr>
<td>2nd Floor</td>
<td></td>
</tr>
<tr>
<td>3rd Floor</td>
<td></td>
</tr>
<tr>
<td>4th Floor</td>
<td></td>
</tr>
<tr>
<td>Basement</td>
<td></td>
</tr>
<tr>
<td>Garage</td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td></td>
</tr>
</tbody>
</table>
**BUILDING PERMIT FEE CALCULATIONS**

### TOTAL VALUATION

<table>
<thead>
<tr>
<th>Total Valuation Range</th>
<th>Fee Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>$501.00 to $2,000.00</td>
<td>$24.50 for the first $500.00 plus $3.25 for each additional $100.00 or fraction thereof.</td>
</tr>
<tr>
<td>$2001.00 to $25,000.00</td>
<td>$72.50 for the first $2,000.00 plus $14.50 for each additional $1,000.00 or fraction thereof.</td>
</tr>
<tr>
<td>$25,001.00 to $50,000.00</td>
<td>$409.50 for the first $25,000.00 plus $10.50 for each additional $1,000.00 or fraction thereof.</td>
</tr>
<tr>
<td>$50,001.00 to $100,000.00</td>
<td>$672.75 for the first $50,000.00 plus $7.50 for each additional $1,000.00 or fraction thereof.</td>
</tr>
<tr>
<td>$100,001.00 to $500,000.00</td>
<td>$1038.50 for the first $100,000.00 plus $5.75 for each additional $1,000.00 or fraction thereof.</td>
</tr>
<tr>
<td>$500,001.00 to $1,000,000.00</td>
<td>$3,379.25 for the first $500,000.00 plus $5.00 for each additional $1,000.00 or fraction thereof.</td>
</tr>
<tr>
<td>$1,000,001.00 and up</td>
<td>$5,861.00 for the first $1,000,000.00 plus $3.75 for each additional $1,000.00 or fraction thereof.</td>
</tr>
</tbody>
</table>

**Plan Check Fee**: 65% of Permit Fee - **P & Z Plan Check Fee**: 70% of Plan Check Fee - **Fire Department Plan Check Fee**: 70% of Plan Check Fee

### WATER CONNECTION FEES

<table>
<thead>
<tr>
<th>Water Meter Size*</th>
<th># of Meters</th>
<th>Meter Cost</th>
<th>Water Connection Fee</th>
<th>Wastewater Connection Fee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1” Standard</td>
<td>1</td>
<td>$500.00</td>
<td>$3,816.00</td>
<td>$2,921.00</td>
<td>$</td>
</tr>
<tr>
<td>1.5” Standard</td>
<td>1</td>
<td>$840.00</td>
<td>$8,586.00</td>
<td>$6,572.25</td>
<td>$</td>
</tr>
<tr>
<td>2” Standard</td>
<td>1</td>
<td>$1,060.00</td>
<td>$15,264.00</td>
<td>$11,684.00</td>
<td>$</td>
</tr>
</tbody>
</table>

**Wastewater Connection Inspection Fee**: $40.00  
**Water Meter Vault** (if required): $1,035.00

*Check costs of water meters larger than 2” with the Ketchum Utilities Department at 208-726-7825.

**NOTICE:** It is the duty of the owner or his authorized agent (contractor) to identify, keep and maintain lot boundary markers and maintain setbacks.

Building Permit and Plan Check Fees must be paid at time of Building Permit submittal. Any applicable City Water Connection and Sewer Inspection Fees are due upon issuance of Building Permit.

I hereby acknowledge that I have filled in this application accurately to the best of my knowledge and that I agree to comply with all City Ordinances and State Laws requiring building construction in the City of Ketchum, Idaho. I further understand that approval of a building permit does not grant a waiver of any law, building ordinance or regulation. Any waiver or variance must be specifically described and approved by proper authority.

I agree in the event of a dispute concerning the interpretation or enforcement of the building permit in which the City of Ketchum is the prevailing party to pay the reasonable attorney fees, including attorney fees on appeal, and expenses of the City of Ketchum.

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Print Name and Title: ____________________________________________________________

Signature of Owner/Authorized Agent: ____________________________ Date: __________________

Building Official or Designee: ____________________________ Approval Date: ____________
City of Ketchum Building Permit: Exterior Lighting Submittal
Requirements
(For Commercial and Residential)

Address: ____________________________________________

17.132.010 C.1: All existing lighting located on a subject property that is part of an application for a city planning department design
review, conditional use, subdivision permit, or building permit is required to be brought into conformance with this chapter.
Conformity shall occur prior to issuance of a certificate of occupancy, final inspection or final plat recordation, when applicable. For
other permits, the applicant shall have a maximum of thirty (30) days from date of permit issuance to bring the lighting into
conformance.

In addition to completing the tables below, you will need to submit manufacturers’ product specification sheets for all proposed
outdoor lighting. All applications for design review, conditional use, subdivision and/or building permits shall include lighting plans
showing location, type, height, color temperature, lumen output and amount of all proposed and existing fixtures. Complex uses may
require additional information.

<table>
<thead>
<tr>
<th>Proposed Lighting:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixture Model or Description</td>
</tr>
<tr>
<td>Ex: SPI-GDG-30W-SQ-SH</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Existing Exterior Lighting (complete to the best of your knowledge):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixture Description</td>
</tr>
</tbody>
</table>

*If you need additional space to detail your exterior lighting fixtures, please submit on a separate page*

Exterior Lighting Requirements (Chapter 17.132 Dark Skies)

✓ Exterior Lighting Fixtures. All exterior lighting fixtures shall be full cutoff fixtures with the light source fully shielded, except as
exempted in Chapter 17.132.

✓ Color Temperature. All exterior lighting shall utilize light sources not to exceed 2700 kelvin. Correlated color temperature refers
to the ‘color’ of the light emitted. It is indicated on light packaging.

✓ Light trespass. All existing and/or new exterior lighting shall not cause light trespass and shall protect adjacent properties from
glare and excessive lighting. Reference Chapter 17.132.030.B. Figure 1: Light Trespass Matrix for maximum foot-candle limits.

✓ Uplighting. Uplighting is prohibited in all zoning districts, except as where permitted in Chapter 17.132.

✓ Prohibited Lights. Any light source that does not meet the requirements of this chapter. Searchlights, beacons, and other high-
intensity light fixtures. Except as otherwise allowed by this title, any lighting that is flashing, blinking, rotating, chasing, or
rapidly changing in color or intensity is prohibited.

✓ Nonessential Exterior Lighting. All nonessential exterior commercial and residential lighting shall be turned off after business
hours and/or when not in use. Lights on a timer shall be used. Sensor activated lights shall be used to replace existing lighting
that is desired for security purposes.

✓ Any other standard found applicable to the proposed exterior lighting.

*Please call the City of Ketchum Planning and Building Department if you have any questions. 208.726.7801*
In 2012 the City of Ketchum adopted Green Building Standards. Today, these standards encourage contractors to recycle construction waste. Please follow the guidelines provided here...

**WHAT**
Cardboard, metal, plastic and clean wood waste.

**WHY**
- Recycling keeps valuable, reusable materials out of the landfill, resulting in: 
  - Reduced cost to the contractor and building owner. The tipping fee for trash is much higher than for recycled material.
  - Reuse of those materials.
  - Fewer emissions, since the recycled materials are not trucked over 100 miles to the landfill in Burley.
  - Less methane (a highly potent greenhouse gas) produced in the landfill from biomass materials (wood and cardboard).

**HOW**
- Separate each recyclable material into a separate bin.
  - Arrange with Clear Creek Disposal to have recycling containers or dumpsters delivered to the job site, or
  - Take your recycling to one of the collection sites below.

**WHERE**
- On site: Separate dumpsters/bins can be ordered from Clear Creek Disposal, or use your own container.
- Ohio Gulch Transfer Station: All materials
- Recycling station near the YMCA: Cardboard and plastics
- Metal recycling centers in Twin Falls pay for recycled metal
- Lumber yards may have metal recycling dumpsters for their customers
- The Building Material Thrift Store in Hailey accepts re-sellable cabinets, appliances, beams, pavers, etc.

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**CLEAN WOOD WASTE**

**Yard waste**
- YES: Tree trunks & limbs, bushes & shrubs
- NO: Light fixture ballasts, decorations, etc.

**Untreated wood waste**
- YES: Untreated dimensional lumber, wood fencing, pallets or poles. Lumber may contain nails or screws.
- NO: Wood with metal attachments, wood treated with chemicals, glue paint or varnish, particle board, plywood, doors, siding, non-wood

**METAL**
- The Ohio Gulch Transfer Station will accept all metals.
- Metal recycling centers in Twin Falls pay for recycled metal, including copper, steel & aluminum.

**CARDBOARD**
- Corrugated only
- Flatten

**PLASTICS**
- Types 1-5 only
- Lids are not recyclable
It’s important to recycle your construction waste!

(But... when in doubt, throw it out!) Contaminating the recycling stream results in all of it going to the landfill.

Questions?
City of Ketchum
208-726-7801
to learn more about building code requirements
Ohio Gulch Transfer Station
208-788-2351
Building Material Thrift Store
208-788-0014
Clear Creek Disposal
208-726-9600
The purpose of a Construction Management/Activity Plan is to mitigate the negative impacts of such construction upon the health, safety and welfare of the residents of and visitors to the city of Ketchum by planning for the mitigation of such impacts and by adhering to a construction activity standards plan. These regulations are intended to reduce the negative impacts of construction on parking and traffic circulation, to reduce the noise, debris, litter and dust caused by construction and to facilitate orderly construction staging and storage of materials.

Construction Management/Activity standards are regulated by Ketchum Municipal Code, Title 15, Chapter 15.06.

The construction activity plan shall address the impacts of all of the following activities as applicable:

A. General Information and Schedule:
   1. The general contractor is responsible for all subcontractors and will be held responsible for all aspects of the construction activity permit.
   2. At a minimum, all neighbors with properties adjacent to the project shall be provided notice of the project, schedule and the general contractor’s contact information in advance of construction.

B. Excavation:
   1. Exact amounts of cut and fill in cubic yards, including temporary cuts and backfill, shall be specified on the construction staging permit application.
   2. Stockpile areas within the Ketchum city limits, on or off site, shall be depicted on the construction activity plan.
   3. Truck routes shall be depicted on the construction activity plan. Arterial streets shall be utilized where possible.
   4. Dust, mud, sand and gravel control is required on all city streets. The construction activity plan shall contain provisions for cleaning of vehicles, tires and affected streets.
   5. Identify dust abatement practices to be employed.

C. Vehicle Parking And Traffic Control:
   1. Proposed parking, including number and size/type of vehicle, shall be depicted on the construction activity plan. Parking shall occur on the building site, with secondary parking on the city right of way adjacent to the property under construction at the discretion of the public works director.
   2. In cases where parking on both sides of the street would reduce the available travel surface to below twenty-six feet (26’) in width, parking shall be limited to one side of the street.
   3. The right of way, outside of the required travel lanes, directly in front of the job site may be dedicated for material delivery.
   4. For projects with greater than fifteen (15) vehicles daily at the job site, an alternative parking site shall be identified in the construction activity plan.
   5. "No parking" areas shall be identified on the construction activity plan as necessary.
   6. Temporary traffic control as necessary for materials delivery and hauling shall be shown on the construction activity plan.
   7. Speed limits for construction vehicles shall be limited to fifteen (15) miles per hour within one block of a construction site, unless otherwise determined by the Ketchum police department.
D. Material Storage/Deliveries:
   1. All material storage areas shall be depicted on the construction activity plan.
   2. Delivery truck routes shall be depicted on the construction activity plan.

E. Temporary Restrooms, Job Shacks, Dumpsters:
   1. Temporary restrooms, job shacks and dumpsters shall be located on private property and shown on the construction activity plan.
   2. In the event that city right of way use is required for staging, material storage or dumpster location, a right of way use permit shall be obtained.

F. Screening:
   1. For all projects involving exterior construction, the perimeter of the job site shall be screened with a four (4) to six foot (6') high construction or temporary fence.
   2. Material storage yards shall also be screened with a four (4) to six foot (6') high construction or temporary fence.

G. Use Of Rights Of Way:
   1. Proposed use of the city's right of way shall be depicted on the construction activity plan, and a right of way use permit shall be obtained prior to use of the city's right of way.
   2. The condition of the right of way shall be documented with photographs and a site visit with street department personnel. Repair of damage to the right of way shall be the responsibility of the general contractor.
   3. Manholes may not be obstructed at any time. In addition, minimum three feet (3') clear shall be maintained on back and sides of fire hydrants, and minimum fifteen feet (15') clear shall be maintained on the front, street side of fire hydrants.

H. Noticing:
   1. All neighbors in the project vicinity shall be provided notice of the project, schedule and the general contractor's contact information in advance of construction.

I. Site Clean Up:
   1. The job site shall be kept in a clean and orderly condition. Trash shall be picked up on the site and surrounding areas on a daily basis, and materials shall be stored in neat, tidy piles.

J. Riparian, Hillside And Tree Protection:
   1. Riparian, hillside and tree protection measures shall be depicted on the construction activity plan.
   2. A silt fence shall be installed along the twenty-five foot (25') riparian setback to protect the riparian zone from disturbance for the duration of construction.
   3. Mature trees to be preserved shall be fenced at the drip line for the duration of construction.
   4. Projects in the mountain overlay zoning district or containing slopes greater than twenty five percent (25%) shall be fenced pursuant to the design review conditions of approval.

K. Reseeding Of Disturbed Areas:
   1. For projects with design review approval, all disturbed areas shall be returned to a finished condition per the approved landscaping plan prior to issuance of a certificate of occupancy, except as provided for in title 17, chapter 17.96, "Design Review", of this code.

L. Administrative Exemptions:
   1. Administrative exemptions may be granted by the building official for special circumstances on a case by case basis.

*Updated January 30, 2020*