



BINGHAM COUNTY

PLANNING & ZONING/ BUILDING & SAFETY



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TO: Contractors and Developers in Bingham County and Surrounding Area
FROM: Bingham County Planning & Zoning/Building & Safety Department
DATE: March 20, 2020
RE: Updates to Procedures and Information

Application Process / Plan Reviews

In order to obtain a Building Permit, a complete Building Permit Application must be filled out and submitted to our office with supporting documents. For Single Family Residential Plan Reviews, please complete and submit our new *Plan Review Checklist* with your Building Permit Application to ensure a complete submission. **Our department will no longer accept incomplete/partial Applications.** The form is available on our website at binghamcounty.us/planning_zoning. The Permit goes through multiple reviews to ensure the property and structure meets the minimum requirements set out in the Building Ordinance and Zoning Ordinance. Once the reviews are complete, the Applicant will be notified; the Permit will be emailed to the Applicant or may be picked up from our office.

The process from the time we receive the complete Application and supporting documents can take anywhere from 2 to 4 weeks depending on the current workload. Workloads tend to be heavier during the summer and fall seasons due to an increase in construction activity so please plan for this time that may delay construction. To facilitate the current workload, Cody Gordon, Building Official, will increase the amount of time he is in the office to perform Plan Reviews. Please plan your rough-in framing/mechanical, commercial, and Certificate of Occupancy inspection requests at least 48 to 72 hours in advance of the requested date.

We are currently exploring several options to submit and manage your Building Plan Review and Permits online! More information will be provided as we identify the best program for our department and our community.

Inspections

Due to time constraints, beginning immediately, a minimum of **24-hour notice is required to be scheduled for an inspection.** Requests made after hours will be processed the following business day. Inspections are available during normal business hours, Monday-Friday between 8:00 AM - 5:00 PM. The office is closed during all Federal holidays. Please note we no longer accept requests for specific inspection times; please consider this change when scheduling future inspections. **Please call our office at (208) 782-3177 to schedule your inspection(s).**

Hiring a Building Inspector and Permit Technician

Know of someone who would make a great Building Inspector or Permit Technician? **We are hiring!** Please go to our website at https://www.co.bingham.id.us/human_resources/job_opportunities2.html for more information. Bingham County has tremendous benefits and is a great place to work!

Planning & Development Director

Bingham County has hired Tiffany Olsen as the new Planning & Development Director. Olsen has knowledge of planning and zoning, economic development and related principals, and supervises the operations, functions and employees of the Planning & Zoning Department and Building and Safety division. Feel free to call or stop by with any questions or concerns you may have. Olsen can be reached at (208) 782-3179 or tolsen@co.bingham.id.us