



University of Idaho
Extension



Tips for Entrepreneurs

Expanding a business – The physical site
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As a business grows, its building needs change. If you're ready to expand your physical space, by adding on to an existing property or building a new site, you will need the proper building and zoning permits. The initial permitting application process can often be completed without the assistance of an attorney. Depending on the complexity of the project, however, an attorney may become necessary if the applicant faces a denial and an appeal to the governing body.

Securing the proper building and zoning permits

Building and zoning permits are **required for both new buildings and additions** to a residential property or other existing building. Permit applicants must follow these steps:

STEP ONE:

The permitting process is unique in each of Idaho's cities and counties, so applicants must first determine whether their physical site is within city limits or in the county. If the physical site is

- **within city limits**, applicants should obtain all permits through city offices and adhere to city codes;
- **in the county**, applicants should obtain all permits through county offices and adhere to county codes.

STEP TWO:

Once applicants have determined whether they need to adhere to city or county codes, they need to find their city's or county's building requirements. The easiest way to understand building requirements is to visit or schedule an appointment with a city's or county's agent. Each city and county has a department or representative that can provide the legal requirements for prospective builders. These offices are often called: Development Services, Planning Division, Planning and Zoning, or something similar. Contact information can often be found on the city or county website. You can also call or visit the city or county office. Information for select locations is provided on the reverse side of this handout.

STEP THREE:

Based on city or county requirements, applicants may need to have a third party inspect the physical site. Applicants will need to budget for this and other costs associated with getting the proper building and zoning permits. Permit fees vary by city and county and can range anywhere from less than \$100 to tens of thousands of dollars, depending on permit type and valuation of the structure. All applicants must submit the required permit application, which can be found online or at the city or county office. Building is not allowed to begin until the application is approved by the city or county, which can take an extended amount of time.

STEP FOUR:

Once all permitting requirements are satisfied and approved, start building!



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PLEASE NOTE: This handout does not offer or substitute for legal advice.

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Information you may need to provide to city or county offices

Building site and business information

- Current floor plan
- Proposed building plan
- Proposed building use
- Estimated customers per day
- Type of structure
- Lot size
- Number of parking spaces
- Water source
- Sewage type
- Floodplain status

Professionals performing the work

- Names of builders
- Names of architects
- Names of engineers

Inspections, permits, and fees

- Property deed
- Fire inspection
- Health department inspection
- Highway department inspection
- Conditional use permit
- A fee for the city's or county's services

Building and zoning contact information for select locations

CANYON COUNTY

- Website: <https://www.canyonco.org/building-department>
- Location: Development Services Office, 111 North 11th Avenue, Room 140, Caldwell, ID 83605

CLARK COUNTY

- Website: <https://www.clark-co.id.gov/planning-zoning>
- Location: 320 W. Main Street, Dubois, ID 83423

JEROME COUNTY

- Website: <https://www.jeromecountyid.us/164/Planning-Zoning>
- Location: 300 North Lincoln, Room 208, Jerome, ID 83338

POWER COUNTY

- Website: <http://www.co.power.id.us/building-administrator-planning-and-zoning-department/>
- Location: 543 Bannock Avenue, American Falls, ID 83211

CITY OF BURLEY

- Website: <https://burleyidaho.org/157/Building-Department-Planning-Zoning>
- Location: 2020 Parke Avenue, Burley, ID 83318

CITY OF CALDWELL

- Website: <https://www.cityofcaldwell.org/departments/planning-and-zoning>
- Location: 621 Cleveland Boulevard, Caldwell, ID 83605

CITY OF NAMPA

- Website: <https://www.cityofnampa.us/255/Planning-Zoning>
- Location: 411 3rd Street S., Nampa, ID 83651

CITY OF PAYETTE

- Website: https://www.cityofpayette.com/index.asp?SEC=34FCF517-618E-4445-B5D1-DD6B900045C6&Type=B_BASIC
- Location: 700 Center Avenue, Payette, ID 83661

CITY OF TWIN FALLS

- Website: <https://www.tfid.org/175/Planning-and-Zoning>
- Location: 203 Main Avenue East, Twin Falls, ID 83301