



# BANNOCK COUNTY

Planning & Development  
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BUILDING  
ENGINEERING  
PLANNING AND ZONING

## Bannock County Planning & Development Permit Submittal, Review, Approval, and Expiration Policy

### Scope

The intent of this policy is to clarify the process for submitting, reviewing, and approving permit applications. Zoning/Development and Building permits required by the Planning and Zoning, Engineering, and/or Building Department are covered under this policy.

### Authority

Section 501 – Zoning Permits, Subsection A, Zoning Ordinance states:

“No development permitted by this Ordinance, including accessory and temporary uses, shall be established or changed; no structure shall be erected, constructed, reconstructed, altered, razed, or removed, and no building used, occupied, or altered with respect to its use after the effective date of this Ordinance, until a zoning permit has been secured from the Planning Director. A zoning permit is not required for remodeling or repairs of structures, providing said remodeling or repair will not enlarge the structure or use, or lead to a change of use. Nothing herein shall relieve any applicant of the additional responsibility of seeking any permit required by any applicable statute, ordinance, or regulation in compliance with all of the terms of this Ordinance.”

Section 502 – Building Permits, Zoning Ordinance states:

“The construction, alteration, repair, or removal of any structure or the use of any structure or land as provided in this Ordinance or as restricted thereby, shall not be commenced, continued, or otherwise carried out without first securing a written permit for same from the Building Official of the County. The permit shall be displayed and made available to any officer of the county.”

Section 130 – PERMITS REQUIRED, Building Code Ordinance

“The Building Official or his or her designee may grant building permits, in accordance with the Bannock County Zoning Ordinance. No work, including site preparation, erection, construction, enlargement, alteration, repair, move, remove, demolition, convert, occupancy, use equipment or agricultural building can be placed prior to obtaining a permit. No permit shall be granted unless the work applied for is in conformance with the codes set forth herein.”

### Applicability

Permits are required whenever development, as defined in the Bannock County Zoning and Subdivision Ordinances, occurs. This includes, but is not limited to:

- To divide land for purposes other than agriculture;
- To prepare land for division, building, or improvements, including grading, fencing for planned residential lots, road building, or utility placement;
- To place structures or utilities, fencing for other than agriculture, or roads.
- Changing the use of an existing structure or on land; mining or excavation;
- A material change in the external appearance of a structure or land;
- Placement of accessory buildings;
- Demolition of a structure;
- Deposit of waste or fill on a parcel of land; and
- Alteration of a shore, or flood plain of a body of water or riparian area.

Permits are not required for the following activities:

- Divisions of land resulting from one of the exemptions found in Section 103.C. of the Subdivision Ordinance;
- Maintenance and repair within a right-of-way;
- External maintenance or improvement of an existing structure: and/or
- The use of land for growing plants, crops, trees, and other agricultural or forestry products

Bannock County requires that a separate permit is obtained for each parcel. If a project spans numerous parcels each parcel will require a permit even if parcels are in common ownership.

## **Procedure**

### **Application**

Bannock County has an online permitting system to electronically submit permits. Please visit <https://bannockcountyid.viewpointcloud.com> to submit your application online. You will need to sign up for an account using an email and password. From the home page, you can use key words in the search box to find the application you're are looking for, or explore the options under the 'Discover Online Services' section of the home page. Paper applications are not accepted; however, if you have any documents that need to be uploaded but only have paper copies please stop by the office during normal business hours and we can scan them in and help upload them to your online permit. Applications shall include, at a minimum:

- Completed online application, electronically signed by the property owner
- Recorded deed showing ownership
- Building plans (if required)
- Site plan showing the location of all relevant improvements, development structures, pads, drives, and/or approaches
- Erosion and sediment control, sewer, floodplain, Army Corp, canal company approval (if required)

It is the applicant's responsibility to provide accurate contact information on the permit application. This contact information will be used to schedule site visits, notify the applicant when the permit is ready, and for correspondence throughout the project. The applicant shall inform the office of Planning and Development if any of their contact information has changed.

### **Fees**

Fees are based on the schedule approved by the Bannock County Commissioners. With the exception of building permits, fees are due at the time of application. Fees paid for permits deemed denied or incomplete are not refundable.

Permit fees are non-refundable after staff has started processing the permit. Once a fire inspection is complete, the applicant is responsible for payment even if the permit is denied or withdrawn.

## **Plan Review**

The planning or development review processes through the Planning Department are necessary to achieve a number of goals. First and foremost, is to ensure the health, safety, and welfare of the citizens while at the same time protecting the rights of property owners.

The type and scope of the process will depend on the scope of the proposal and/or the particular circumstances on your parcel. The staff is committed to letting you know as early in your project as possible what process will be required and the steps necessary.

Bannock County uses a phased review process. The review is divided into two phases. The first phase includes reviewing zoning and engineering issues. The second phase includes reviewing building and utility issues, when applicable. This process allows for a coordinated review from several staff members to process your application more efficiently.

Permits lacking required information and/or clarity will be deemed incomplete and will be returned to the applicant.

Site plans should include, at a minimum:

- The locations and dimension of any proposed structures or proposed alterations of existing structures
- Any nearby (within approximately 150 feet) property lines
- Natural features such as streams, lakes, and steep slopes
- The distances from any proposed structures or proposed alterations of existing structures to property lines, other nearby structures or natural features
- The area of land to be disturbed by construction activity
- The location of all (existing or proposed) roads, driveways, parking areas, rights-of-way, canals, and easements
- An information block indicating the property owner(s), location, date, and person(s) preparing the plan
- A north arrow
- The site plan should be roughly to scale; not the scale on the plan

## **Site Visit**

Once a permit is deemed complete a site visit will be completed. The purpose of the site visit is to ensure that other aspects of the County's zoning and subdivision ordinances have been met including setbacks, slope buildability, driveway slope and width, the presence of a County approved approach, etc.

## **Other Requirements**

For the purposes of land use, each parcel is considered a separate parcel even if they are in common ownership. Parcels are not considered separate when they are split by the Bannock County Assessor's office for assessment purposes so long as the recorded legal description describes the parcels as one.

Issues observed during plan review and/or the site visit will be noted to the application. Depending on the issues noted, supplemental or corrected information may be required. However, applications deemed incomplete due to missing or inadequate information will be denied. Reasons for denial may include but are not limited to, failure to show critical features on the site plan such as steep slopes, riparian areas, drainages, easements, and/or existing structures. If your submitted permit is complete, accurate and meets all the code requirements, the possibility of your application requiring resubmittal is reduced.

Bannock County does not usually require that a professional architect, planner, attorney, engineer, or other agent represent you during the application process. We often receive plans drawn up by the property owner with supporting information gathered without professional assistance. However, the complexity of a percentage of projects may require professional submittals. Some applicants find that they can complete the majority of the application unassisted but need help with a few technical aspects, such as designing the grading plan for driveways.

Before undertaking projects, applicants should consider whether they are knowledgeable enough about the relevant ordinances and codes to comply with them throughout the project.

## **Additional Permits**

Depending on the scope and/or location of work additional permits may be required. Additional permits required may include permits from Bannock County or other entities. Bannock County is also responsible for issuing permits related to erosion and sediment control, floodplain development, solid waste, and illicit discharge. Other entities that applicants may be required to obtain permits from before applying for permits from Bannock County include, but are not limited to, the Army Corps of Engineers, Idaho Department of Water Resources, the local fire district, and/or Southeastern Idaho Public Health.

## **Time Frame**

The time it takes to receive approval for your permit is determined by the clarity and completeness of your application materials, as well as the number of other applications awaiting review.

## **Approval**

When the permit has been deemed complete and complies with all Bannock County ordinances the applicant will be notified through the online portal. Once issued, the permit documents are emailed to the applicant; this way you can print the permit from home. If you would like a paper copy from us, please feel free to stop by the office and we can have one printed for you.

If anyone other than the property owner will be receiving the permit, a "Letter of Authorization by Owner" form must be completed and submitted.

## **Expiration**

### **Zoning Permits**

Permits issued under the Zoning Ordinance expire 180 days from the date of issuance. The Planning Director or County Engineer may issue one extension for an additional 180 days. Extensions must be received in writing and justifiable cause demonstrated.

### **Building Permits**

Building permits shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for not more than 180 days each. The extensions shall be requested in writing and justifiable cause demonstrated.

A building permit is considered suspended or abandoned if progress has not been made on the project for a period of 180 days. Progress is considered to be a passing inspection from the County. Passing inspections from the Division of Building Safety are not considered towards progress.

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Hal W. Jensen  
Planning Director

**7/31/19**

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Effective Date

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Date Retired