

ETRAKIT TRAINING

<https://trakit.idahofallsidaho.gov/etrakit3/>

LOGIN SCREEN

1. Always login as the contractor

2. Find your company name from the drop down menu

Home | Setup an Account | Log In | Contractor | 32 Builders | Password | LOGIN | REMEMBER ME

IDAHO FALLS

Permits

- ▶ Apply / New Permit
- ▶ Pay Fees
- ▶ Search Permit
- ▶ Fee Estimator

Projects

- ▶ Apply
- ▶ Search
- ▶ Pay Fees
- ▶ Fee Estimator

Contractor

- ▶ Search Contractors

Properties

- ▶ Search

Inspections

- ▶ Schedule
- ▶ Scheduled
- ▶ Cancel

License

- ▶ Apply for New Licenses
- ▶ Renew
- ▶ Pay Fees
- ▶ Search

Violations

- ▶ Search

Contact

- ▶ Contact Us

DASHBOARD

- This is the main page for your account
- Home/Dashboard = different layout but same options
- Active Permits – permits that are under review
- Active Inspections – all of your inspections
- Use the “Permits” tab to navigate to specific permits, pull a new permit or pay fees.

My Dashboard

Permits

- ▶ Apply / New Permit
- ▶ Search Permit
- ▶ Pay Fees
- ▶ Fees Estimator

Projects

- ▶ Apply for New Project
- ▶ Search Projects
- ▶ Pay Fees
- ▶ Fees Estimator

Contractor

- ▶ Search Contractors

Properties

- ▶ Search Property

Inspections

- ▶ Schedule
- ▶ Cancel
- ▶ Scheduled

License

- ▶ Apply for New Licenses
- ▶ Search Licenses
- ▶ Pay Fees

Violations

- ▶ Search

Shopping Cart

- ▶ Pay All Fees
- ▶ Paid Items

Contact

- ▶ Contact us

Hello Building16.

Below is a Dashboard of your current activities.

My Active Permits 2 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE
COM16-0111		COMMERCIAL BUILDING	VOID		\$7,959.03
RCOM16-0049		RESIDENTIAL COMBINATION	VOID		\$1,356.45

My Active Inspections 27 total record(s)

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE
COM16-0111	PERMIT	VOID		ROOFING	
COM16-0111	PERMIT	VOID		FINAL**	
RCOM16-0049	PERMIT	VOID		BASEMENT ROUGH-IN	
RCOM16-0049	PERMIT	VOID		CO FINAL**	
RCOM16-0049	PERMIT	VOID		DRYWALL	
RCOM16-0049	PERMIT	VOID		ELEC ROUGH-IN	
RCOM16-0049	PERMIT	VOID		FEEDER PANELS	
RCOM16-0049	PERMIT	VOID		FOOTING	
RCOM16-0049	PERMIT	VOID		FOUNDATION	
RCOM16-0049	PERMIT	VOID		FRAMING	
RCOM16-0049	PERMIT	VOID		GES	
RCOM16-0049	PERMIT	VOID		GROUNDWORK	
RCOM16-0049	PERMIT	VOID		INFORMATION ONLY	
RCOM16-0049	PERMIT	VOID		INSULATION	
RCOM16-0049	PERMIT	VOID		MECH ROUGH-IN	
RCOM16-0049	PERMIT	VOID		PERMANENT SERVICE	
RCOM16-0049	PERMIT	VOID		PLMB ROUGH-IN	
RCOM16-0049	PERMIT	VOID		RES. BLDG FINAL	
RCOM16-0049	PERMIT	VOID		RES. ELEC. FINAL	
RCOM16-0049	PERMIT	VOID		RES. MECH. FINAL	
RCOM16-0049	PERMIT	VOID		RES. PLUMBING FINAL	
RCOM16-0049	PERMIT	VOID		SHOWER PAN	
RCOM16-0049	PERMIT	VOID		STRUCTURAL SHEATHING	
RCOM16-0049	PERMIT	VOID		SUSPENDED SLAB REBAR	
RCOM16-0049	PERMIT	VOID		TEMPORARY SERVICE	

1
2

SEARCH PERMIT

- Some addresses have directional abbreviations included in the street name. Most common street names with directions:
 1. Addresses in the numbered streets (E 13th or E 9th)
 2. Hitt Road (____ S 25th E)
 3. S Woodruff or N Woodruff
 4. Downtown (N Shoup or N Park)
- If you are searching by permit number. Type in the full permit including the prefix (RCOM- or COM-)
- You will repeat these steps and use this screen the most throughout the whole review/inspection process.

The screenshot shows a web application interface for searching permits. At the top, there is a navigation bar with links: HOME, DASHBOARD, VIEW/EDIT PROFILE, VIEW CART, LOG OUT, and LOGGED IN AS: BUILDING16. On the left is a 'My Dashboard' sidebar with various menu items under categories like Permits, Projects, Contractor, Properties, Inspections, License, Violations, Shopping Cart, and Contact. The main content area is titled 'Permit Search' and features a search form with the following fields: 'Search By:' (a dropdown menu set to 'Address'), 'Contains' (a dropdown menu set to 'Contains'), and a text input field containing '308 con'. A blue 'SEARCH' button is to the right. Below the search form is a table of results with columns: Address, Permit Type, Issued Date, Applied Date, Applicant, Permit Number, PREFIX, and YRMO. The first row of the table shows '308 CONSTITUTION WAY', 'COMMERCIAL BUILDING', and 'Building16'. Annotations with red circles and arrows point to the 'Address' dropdown, the search input field, and the first row of the table. The annotations include the text: '1. search by address', '2. for best results, type in just the first three letters of the street', and '3. click on the address to view the permit details'. There are also 'PRINT' and 'EXPORT TO EXCEL' buttons in the top right of the results area.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: BUILDING16

My Dashboard

Permit Search

Search By: Address Contains 308 con SEARCH

1. search by address

2. for best results, type in just the first three letters of the street

PRINT EXPORT TO EXCEL

Address	Permit Type	Issued Date	Applied Date	Applicant	Permit Number	PREFIX	YRMO
308 CONSTITUTION WAY	COMMERCIAL BUILDING			Building16	COM16-0111	COM	16

3. click on the address to view the permit details

NAVIGATING THE TABS

- Click the tabs to view more information.
- Attachments – add additional attachments to the permit.
- Permit Info – permit type, description, status, and dates.
- Site Info – address, parcel ID, legal description and lot size.
- Contacts – applicant, general contractor, owner info
- Fees – itemized costs, pay for fees
- Inspections – schedule, view results, view notes
- Reviews – view status, view completed date, and view notes

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: BUILDING16

My Dashboard

- Permits
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 - Search Permit
 - Pay Fees
 - Fees Estimator
- Projects
 - Apply for New Project
 - Search Projects
 - Pay Fees
 - Fees Estimator
- Contractor
 - Search Contractors
- Properties
 - Search Property
- Inspections
 - Schedule
 - Cancel
 - Scheduled
- License
 - Apply for New Licenses
 - Search Licenses
 - Pay Fees
- Violations
 - Search
- Shopping Cart
 - Pay All Fees
 - Paid Items
- Contact
 - Contact us

Permit Search

Search By: Address Contains 308 con SEARCH

Search Results

Permit Number
COM16-0111

Permit #COM16-0111

Attachment Add To Cart

Use the arrows to navigate through the tabs

Permit Info Site Info Contacts Fees \$3,428.20 Inspections Chronolog

Address: 308 CONSTITUTION WAY
City/State/Zip: IDAHO FALLS, ID, 83402
Property Type: ADDRESS
Parcel ID: RPA1080015007A
Division: Eagle Rock Plat
Subdivision: Eagle Rock Plat
Block: 15
Lot: 7
Sec-Twn-Rng: 19-2N-38E
Area (sq ft): 33818.77

FEES

- Plan check fee or fees associated with a foundation permit can be paid individually.
- Click on the fee to take you to the payment screen.
- Do not pay for the full permit unless the permit is ready to be issued. You will be notified when the permit is ready to be issued.

Paying the full permit fee before your permit is ready to be issued does not mean you can begin building.
You will not be able to schedule inspections.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: BUILDING16

My Dashboard

Permits

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Projects

- ▶ Apply for New Project
- ▶ Search Projects
- ▶ Pay Fees
- ▶ Fees Estimator

Contractor

- ▶ Search Contractors

Properties

- ▶ Search Property

Inspections

- ▶ Schedule
- ▶ Cancel
- ▶ Scheduled

License

- ▶ Apply for New Licenses
- ▶ Search Licenses
- ▶ Pay Fees

Violations

- ▶ Search

Shopping Cart

- ▶ Pay All Fees
- ▶ Paid Items

Contact

- ▶ Contact us

Permit Search

Search By: Permit Number Contains com16- SEARCH

Search Results

Permit #RCOM16-0049

Add To Cart

Permit Info Site Info Contacts Fees \$261.46 Inspections Chronology

Permit Number	Description	Amount	Paid Date
COM16-0111			
RCOM16-0049	PLAN CHECK	\$52.29	\$52.29
	NEW RESIDENTIAL CONSTRUCTION	\$209.17	\$209.17

Total Fees: \$261.46 Balance Due: \$261.46 Pay All Fees

Example: The plan check fee will need to be paid before plan review can start for commercial permits. Click on the fee to take you to the payment screen.

SHOPPING CART

- Use the boxes to the left of the 'Fee Description' to pay for specific fees or check all of the boxes and 'Proceed to Checkout' to pay for the full amount.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: BUILDING16

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 - Search Licenses
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- Violations
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- Shopping Cart
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- Contact
 - Contact us

Shopping Cart

<input type="checkbox"/>	Item	Fee Description	Amount Due
<input checked="" type="checkbox"/>	PERMIT (RCOM16-0049)	PLAN CHECK	52.29
<input type="checkbox"/>	PERMIT (RCOM16-0049)	NEW RESIDENTIAL CONSTRUCTION	209.17
<input type="checkbox"/>	PERMIT (RCOM16-0049)	SFR BUILDING PERMIT	209.17

Total: \$52.29

[REMOVE SELECTED ITEMS](#) [BACK TO DASHBOARD](#) [VIEW PAID ITEMS](#) [PROCEED TO CHECKOUT](#)

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INSPECTIONS

- View all inspections associated with this permit
- To check to see if an inspector left any notes, click on 'More Info'
- Click on 'Schedule' and you will be directed to this page
- Come back to the inspection tab to view the results

HOME | DASHBOARD | VIEWEDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: BUILDING16

My Dashboard

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Violations

- Search

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- Paid Items

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Permit Search

Search By: Permit Type Contains [] SEARCH

Permit #COM16-0111

Attachment

Permit Info | Site Info | Contacts | Fees \$0.00 | **Inspections** | Chronology | Reviews

Type	SEQ#	Result	Scheduled Date	Time	Completed	Time	More Info
BLDG FINAL	0		Schedule				More Info
CEILING GRID	0		Schedule				More Info
CO FINAL**	0		Schedule				More Info
DRYWALL	0		Schedule				More Info
FIRE FINAL	0		Schedule				More Info
FIRE STOP	0		Schedule				More Info
FOOTING	0		Schedule				More Info
FOUNDATION	0		Schedule				More Info
FRAMING	0		Schedule				More Info
INFORMATION ONLY	0		Schedule				More Info
INSULATION	0		Schedule				More Info
MASONRY	0		Schedule				More Info
ROOFING	0		Schedule				More Info

HOME | DASHBOARD | VIEWEDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: BUILDING16

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Contact

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Schedule BLDG FINAL PERMIT Inspection - COM16-0111

Contact Name: Building16

Phone Number: () - -

Site Address: 308 CONSTITUTION WAY

Email Address:

Notes:

Inspection Type: BLDG FINAL

Requested Date: 12/13/2016

Time: Any

SUBMIT CANCEL RESET

Inspection City Policy

REVIEWS

- Shows the type of review, who the reviewer is, when the review was completed and the status of that review.
- To view the notes specific to that review, click on 'More Info'
- Always contact the listed reviewer if you have questions.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: BUILDING16

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Permit Search

Search By: Address Contains 308 con **SEARCH**

Search Results

Permit Number
COM16-0111

Permit #COM16-0111

Add To Cart

Site Info | Contacts | Fees \$7,959.03 | Inspections | Chronology | **Reviews**

Type	Reviewer	Status	Submitted	Completed	Due Date	
BLDG COMMERCIAL	Isabella Liu	CORR...	12/12/...	12/12/...	12/27/...	More Info
COMPLETENESS REVIEW	Isabella Liu	APPR...	12/12/...	12/12/...	12/27/...	More Info

OTHER USEFUL TOOLS

- Properties: To make sure permit is for a property within our jurisdiction
- Inspections: View scheduled inspections for the day
- License: View license information only
- Projects and Violations tabs are not related to building permits.

The screenshot shows a user interface for 'Building16'. The top navigation bar includes links for HOME, DASHBOARD, VIEW EDIT PROFILE, VIEW CART, LOG OUT, LOGGED IN AS, and BUILDING16. The left sidebar contains a 'My Dashboard' menu with categories: Permits, Projects, Contractor, Properties, Inspections, License, Violations, Shopping Cart, and Contact. The 'Properties' and 'Inspections' items are circled in red. The main content area features a welcome message: 'Hello Building16. Below is a Dashboard of your current activities.' It contains three sections: 'My Open Permit Applications' (6 total records), 'My Active Permits' (2 total records), and 'My Active Inspections' (41 total records). Each section includes a table with columns for application/permit/inspection details and actions.

Applications In Progress	Permit Type	Created Date	Delete
Continue		12/13/2016	Delete
Continue	RESIDENTIAL COMBINATION	12/13/2016	Delete
Continue		12/13/2016	Delete
Continue	RESIDENTIAL COMBINATION	12/12/2016	Delete
Continue	COMMERCIAL BUILDING	12/12/2016	Delete
Continue	COMMERCIAL BUILDING	12/12/2016	Delete

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	
COM16-0111	308 CONSTI...	COMMERCIAL BUILDING	ISSUED		\$3,428.20	
RCOM16-0049	680 N PARK...	RESIDENTIAL COMBINATION	UNDER REVIEW		\$261.46	

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE
COM16-0111	PERMIT	ISSUED	308 CONSTI...	BLDG FINAL	
COM16-0111	PERMIT	ISSUED	308 CONSTI...	CEILING GRID	
COM16-0111	PERMIT	ISSUED	308 CONSTI...	CO FINAL**	
COM16-0111	PERMIT	ISSUED	308 CONSTI...	DRYWALL	
COM16-0111	PERMIT	ISSUED	308 CONSTI...	FIRE FINAL	
COM16-0111	PERMIT	ISSUED	308 CONSTI...	FIRE STOP	
COM16-0111	PERMIT	ISSUED	308 CONSTI...	FOOTING	
COM16-0111	PERMIT	ISSUED	308 CONSTI...	FOUNDATION	
COM16-0111	PERMIT	ISSUED	308 CONSTI...	FRAMING	
COM16-0111	PERMIT	ISSUED	308 CONSTI...	INFORMATION ONLY	
COM16-0111	PERMIT	ISSUED	308 CONSTI...	INSULATION	
COM16-0111	PERMIT	ISSUED	308 CONSTI...	MASONRY	
COM16-0111	PERMIT	ISSUED	308 CONSTI...	ROOFING	
COM16-0111	PERMIT	ISSUED	308 CONSTI...	SPECIAL INSPECTION	
COM16-0111	PERMIT	ISSUED	308 CONSTI...	WATER DIVISION	
COM16-0111	PERMIT	ISSUED	308 CONSTI...	ZONING FINAL	

VERIFY THAT THE PROPERTY IS LOCATED IN OUR JURISDICTION

- Not all Idaho Falls addresses are in the city limits. Check the property address with our 'Search Property' tool to make sure that the property is in our jurisdiction.
- All properties within the City of Idaho Falls has a parcel ID that starts with **RPA**.
- If the parcel ID starts with **RPO** or **RPO** or **RPB**...those are not properties in our jurisdiction.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: BUILDING16

My Dashboard

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- Shopping Cart
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 - Paid Items
- Contact
 - Contact us

Property Search

Search By: Address Contains 680 N Park SEARCH

Properties

PRINT EXPORT TO EXCEL

Search Results

Address	Parcel Number
680 N PARK AVE	RPA1080015004B

INSPECTIONS SCHEDULED TAB

- Shows all inspections for the day.
- If you want to see your specific inspection, search for your permit.
- Schedule and Cancel tabs will bring you to the dashboard.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: BUILDING16

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Today's Inspections

[EXPORT TO PDF](#)

PERMIT	ADDRESS	INSPECTION	INSPECTOR	TIME	RESULT
HVAC16-0619	3028 HARTERT DR	MECH ROUGH-IN	Garret Christoffersen	TBD	PASS
RCOM16-0082	4080 NOTTINGHAM LN	RES. MECH. FINAL	Garret Christoffersen	TBD	FAIL
COM16-0043	2200 W Sunnyside Rd	FRAMING	Brian Tomsett	TBD	CANCELED
RES16-0082	2111 BRENTWOOD DR	FINAL**	Brian Tomsett	TBD	FAIL
RCOM16-0287	4154 STEEPLECHASE LN	PERMANENT SERVICE	Gabe Madrid	TBD	PASS
RCOM16-0082	4080 NOTTINGHAM LN	BLDG FINAL	Brian Tomsett	TBD	PASS
RCOM16-0301	193 E 10TH ST	MECH ROUGH-IN	Garret Christoffersen	TBD	PASS
15-1742	2105 BOGE AVE	ELEC - INFORMATION ONLY	Bob Baird	TBD	INFORMATION ON
RCOM16-0082	4080 NOTTINGHAM LN	RES. ELEC. FINAL	Gabe Madrid	8:00 AM	PASS
FDTN16-0131	5067 ROCK HILL CIR	FOOTING	Brian Tomsett	TBD	PASS
RCOM16-0259	5217 JUPITER HILLS DR	STRUCTURAL SHEATHING	Brian Tomsett	TBD	NOT READY
RCOM16-0191	103 Lincoln Drive	RES. ELEC. FINAL	Bob Baird	9:00 AM	PASS
RCOM16-0059	5450 LONG COVE DR	MECHANICAL FINAL**	Garret Christoffersen	09:00 AM	FAIL
COM16-0021	343 E ST	FIRE INSPECTION**	Glade Prestwich	TBD	PARTIAL APPROV.
RCOM16-0082	4080 NOTTINGHAM LN	RES. BLDG FINAL	Brian Tomsett	TBD	NOT READY
RCOM16-0333	4301 NOTTINGHAM LN	FOOTING	Brian Tomsett	TBD	PASS
PLUM16-0134	1222 N WOODRUFF AVE	PLMB ROUGH-IN	Garret Christoffersen	TBD	PARTIAL APPROV.
HVAC16-0091	343 E ST	MECH ROUGH-IN	Garret Christoffersen	TBD	
RCOM16-0192	105 Lincoln Drive	RES. ELEC. FINAL	Bob Baird	9:30 AM	PASS
COM16-0038	865 S WOODRUFF AVE	FRAMING	Brian Tomsett	TBD	INFORMATION ON

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SEARCH LICENSE

- This tool allows you to find information on your Idaho Falls contractor license.
- Search by company name.
- License Info: License number, type of license, status, expiration date
- Additional Info: contact information
- Contacts: License holder (applicant) and company name
- Fees: Renewal fees owed
- Chronology: City Clerk's renewal notices.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: BUILDING16

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License Search

Search By: Company Name Contains SEARCH

Search Results

License Number
1616

License #1616

Attachment

- License Info
- Additional Info
- Site Info
- Contacts
- Fees \$200.00
- Inspecti

License No: 1616
Licensee Name:
Type: BUILDING CONTRACTOR
SubType: CLASS C
N/A
Status: RENEWAL
Issued: 11/19/2015
License Expire: 12/31/2016
Applied:

Use the arrows to navigate through the tabs

APPLYING FOR A NEW BUILDING PERMIT

Permit Types:

- Commercial Building:
New Construction, Addition, Remodel, Roof
- Residential Combination:
Accessory Building, Addition, Basement Finish, Mobile Homes, New Construction, Remodel
(Any permits that will require mechanical, plumbing and/or electrical work)
- Residential Building:
Accessory Building, Deck, Patio Cover, Egress Window
(Mechanical, plumbing and/or electrical not included)
- Residential Roof
- Plumbing/Mechanical/Electrical COMMERCIAL
(There is no combination permit for commercial so all plumbing, mechanical and electrical work will have individual permits based on the valuation)

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Permit Application

STEP 1 PERMIT INFORMATION STEP 2 STEP 3 STEP 4

Permit Type Information

PERMIT Type

*Short Description:

Notes:

*Job Value

Location

*Enter part or all of your address and press search

Your Relation to this Permit

Property Owner
Check this box if you are the Property Owner

Contractor
Check this box if you are the Contractor

Attachments

Filename

Description

APPLYING FOR A NEW BUILDING PERMIT

Short Description:

- Example of residential for new home:

New SFR ____ sf, Gar ____ sf, FinBa ____ sf, UnFinBa ____ sf, CovPat ____ sf.

- Example of residential basement finish/addition/accessory:

Garage ____ sf or Addition ____ sf or Basement Finish ____ sf.

- Example of commercial:

Name of business

Name of business TI (Tenant Improvement) or Remodel

The screenshot shows a web interface for applying for a permit. On the left is a navigation menu with categories: My Dashboard, Permits (Apply / New Permit, Search Permit, Pay Fees, Fees Estimator), Projects (Apply for New Project, Search Projects, Pay Fees, Fees Estimator), Contractor (Search Contractors), Properties (Search Property), Inspections (Schedule, Cancel, Scheduled), License (Apply for New Licenses, Search Licenses, Pay Fees), Violations (Search), Shopping Cart (Pay All Fees, Paid Items), and Contact (Contact us). The main content area is titled 'Permit Application' and features a progress bar with four steps: STEP 1 PERMIT INFORMATION (active), STEP 2, STEP 3, and STEP 4. Below the progress bar is the 'Permit Type Information' section with a dropdown for 'PERMIT Type', a text field for '*Short Description:', another text field for 'Notes:', and a text field for '*Job Value:'. The 'Location' section has a search prompt '*Enter part or all of your address and press search', a text input field, and a 'SEARCH' button. The 'Your Relation to this Permit' section has two radio buttons: 'Property Owner' (unchecked) and 'Contractor' (checked), with instructions to check the appropriate box. The 'Attachments' section has a 'Filename' field with a 'Select' button, a 'Description' text field, and an 'UPLOAD' button. At the bottom right are 'CANCEL' and 'NEXT STEP' buttons.

Shorten the address for best results. Refer to 'Search Permits' slide of this PowerPoint for tips on searching an address.

Location

*Enter part or all of your address and press search

Attachments

Filename

Description

Attach all necessary documents and plans for review.

- Information can be uploaded in separate files (ex: heat calculations, plot plan – separate files) but all files need to be uploaded in order for us to start the review.
- We are not accepting partial submittals just for a foundation permit.
- PDF format preferred.

STEP 2

- Enter all of the information. If subcontractor is TBD, please leave blank but we will need that information before we can issue the permit.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: BUILDING16

My Dashboard

- Permits
 - Apply / New Permit
 - Search Permit
 - Pay Fees
 - Fees Estimator
- Projects
 - Apply for New Project
 - Search Projects
 - Pay Fees
 - Fees Estimator
- Contractor
 - Search Contractors
- Properties
 - Search Property
- Inspections
 - Schedule
 - Cancel
 - Scheduled
- License
 - Apply for New Licenses
 - Search Licenses
 - Pay Fees
- Violations
 - Search
- Shopping Cart
 - Pay All Fees
 - Paid Items
- Contact
 - Contact us

Permit Application

STEP 1 → **STEP 2 CONTACT INFORMATION** → STEP 3 → STEP 4

Application for a COMMERCIAL BUILDING Permit

Applicant Information

*Name	Building16	*Phone	() - -
*Address		*Email Address	
*City		*Zip	-
*State			

Owner Information

Name	CITY OF I F	Phone	() - -
Address	PO BOX 50220	Email Address	
City	IDAHO FALLS		
State	ID	Zip	83405 -

[CLEAR](#)

Contractor Information

Name	Building16	Phone	() - -
Address		Email Address	
City		License or ID	AEC1781
State		Zip	-

[CLEAR](#)

Electrical Contractor Information

Name		Phone	() - -
Address		Email Address	
City			
State		Zip	-

[CLEAR](#) [COPY CONTRACTOR INFORMATION](#)

General Contractor Information

Name		Phone	() - -
Address		Email Address	
City			
State		Zip	-

[CLEAR](#) [COPY CONTRACTOR INFORMATION](#)

Mechanical Contractor Information

Name		Phone	() - -
Address		Email Address	
City			
State		Zip	-

[CLEAR](#) [COPY CONTRACTOR INFORMATION](#)

Plumbing Contractor Information

Name		Phone	() - -
Address		Email Address	
City			
State		Zip	-

[CLEAR](#) [COPY CONTRACTOR INFORMATION](#)

STEP 3

- Review the information, review the fees, and click submit to notify the permit technician that the plans have been submitted for review.
- The permit tech will make sure that we have all of the necessary information and will contact you if anything is missing.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: BUILDING16

My Dashboard

- Permits
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 - Search Permit
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 - Fees Estimator
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 - Apply for New Project
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 - Cancel
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 - Apply for New Licenses
 - Search Licenses
 - Pay Fees
- Violations
 - Search
- Shopping Cart
 - Pay All Fees
 - Paid Items
- Contact
 - Contact us

Permit Application

STEP 1 → STEP 2 → **STEP 3 REVIEW AND SUBMIT** → STEP 4

Application for a COMMERCIAL BUILDING Permit

Permit Information

[EDIT](#)

Type	COMMERCIAL BUILDING
Subtype	NEW CONSTRUCTION
Description	New Commercial
Job Value	800,000

Location

[EDIT](#)

308 CONSTITUTION WAY
IDAHO FALLS 15, ID 83402 Eagle Rock Plat

Contacts

[EDIT](#)

Applicant Information	
Building16	(208) 612-8275
123	123@gmail.com
Idaho Falls, ID 83402	
Owner Information	
CITY OF I F	
PO BOX 50220	
IDAHO FALLS, ID 83405	
Contractor Information	
Building16	
Electrical Contractor Information	
General Contractor Information	
Mechanical Contractor Information	

Fee Information

Type	Amount
FIRE REVIEW	\$70.00
FIRE STRUCTURAL PLAN REV...	0.00
FIRE CODE CONSTRUCTION PE...	70.00
COMMERCIAL PERMIT	\$3,747.77
COMMERCIAL BUILDING PERMI...	3,747.77
PLAN CHECK	\$2,436.05
COMMERCIAL	2,436.05
Total Fees	\$6,253.82

Attachments

To upload additional attachments click [Here](#)

Plumbing Contractor Information

Tenant Information

Review the information prior to submitting.

[CANCEL](#) [PREVIOUS STEP](#) [SUBMIT](#)

APPLYING FOR A FOUNDATION PERMIT

- Same steps as applying for a full permit.
- Choose Foundation for 'Permit Type' and the 'Permit Subtype' will be commercial or residential
- Use the same short description as the main permit.
- Inspections for your foundation permit will be done under this permit so use the foundation permit number instead of the main permit number.
- Do not duplicate attachments here.

Permits

- Apply / New Permit
- Search Permit
- Pay Fees
- Fees Estimator

Projects

- Apply for New Project
- Search Projects
- Pay Fees
- Fees Estimator

Contractor

- Search Contractors

Properties

- Search Property

Inspections

- Schedule
- Cancel
- Scheduled

License

- Apply for New Licenses
- Search Licenses
- Pay Fees

Violations

- Search

Shopping Cart

- Pay All Fees
- Paid Items

Contact

- Contact us

STEP 1 PERMIT INFORMATION STEP 2 STEP 3 STEP 4

Permit Type Information

PERMIT Type: FOUNDATION

*PERMIT Subtype: COMMERCIAL

*Short Description:

Notes:

*Job Value:

Additional Information

SUBMITTAL DETAILS

- Site Plan:
- Architectural Drawings:
- Structural Drawings:
- Plumbing Drawings:
- Electrical Drawings:
- Specifications:
- Contractor Contact Info:
- Mechanical Contact Info:
- Electrical Contact Info:
- Plumbing Contact Info:
- *Lot Size:

PERMIT DETAILS

- *Foundation Type:
- *Wall Height:
- *Backfill Height:
- *Rebar Horizontal:
- *Rebar Vertical: