



# Gem County Development Services

109 S. McKinley  
Emmett, ID 83617

Phone: 208-365-5144  
[WWW.GEMCOUNTY.ORG](http://WWW.GEMCOUNTY.ORG)  
[GCBUILD@CO.GEM.ID.US](mailto:GCBUILD@CO.GEM.ID.US)

## Accessory Building/Shop Submittal Requirements

The following information must be submitted for plan review. Without this information, your submittal will not be processed and/or may delay permit issuance.

### Submittal Requirements

Two (2) copies of all drawings must be submitted. Plans must be legible and drawn to scale on a minimum of 8 1/2"x11" paper. The scale and square footage must be noted on the drawings.

Site plans: scaled at 1 inch = 20 feet or 1/8 inch = 1'

Floor plans: scaled at 1/4 inch = 1 foot or larger

Elevations: 1/8 inch = 1 foot or larger

If you need assistance preparing your plans, consult with a designer or architect.

### Required Drawings

- 1. Site Plan:** Provide a plan to show property dimensions.  
Show easement locations. Call out adjacent street names.  
Show location of existing structure/s and the new structure.  
Indicate the distance in feet to property lines and other buildings measured from the walls. Show all driveways and indicate if they are paved or gravel.  
*Note: If the driveway is over 150' in length, a driveway construction plan will need to be submitted to the Rural Fire District you are building in for review and approval*
- 2. Foundation Plan:** Show all concrete footings, piers, foundation/basement wall sizes and locations, and reinforcement. Indicate floor framing layout for the floor above and all supporting members sized, including columns, beams, floor-joists and cripple walls (All interior bearing points from upper floors and roof to be located and sized).
- 3. Floor Plan:** Provide one floor plan for each level  
Show locations and sizes of windows and doors. If structure has a 2nd story floor, show all bearing locations on lower levels through the foundation.  
Show braced wall panel locations and types. Show stair details. All framing members are to be specified including beams, headers, and support posts.

- 4. Cross Sections:** Building cross sections which show a cut through of the building from the bottom of the foundation through the roof and showing location of existing footing/foundation. Typical cross sections call out footing sizes, anchor bolt size and spacing, mud-sill, stud size and spacing, wall sheathing, siding, rafter or truss design (from top plate to eave), attic ventilation path, roof sheathing and size and type of roofing to be used. (A fill in the blank type handout is available at the office for most typical construction).

- 5. Elevations:** All sides of the structure shall be shown. The elevation drawings must be detailed and dimensioned, including doors, windows, etc. Drawings should include a dashed line indicating the location of bracing and shear walls.

- 6. Pre-Fabricated Structures:** Submit site plan, anchoring plan (if applicable), pictures/pamphlet of the structure, and any engineering associated with the structure (if applicable).

### Hillside Areas

Projects within hillside areas or building sites on fill material must submit engineering for the structure involved in the scope of work. This also includes compaction tests with reports submitted by an independent inspection firm.

### Floodplain Areas

If your proposed construction is an addition (not including 2nd story) - OR - accessory structure located in the floodplain area, it must comply with the Gem County Floodplain Ordinance (Title 13). This typically requires elevation certificates to be filed with the Planning Director to establish the BFE (base flood elevation), prior to issuance of a building permit. Contact Development Services at 365-5144 for assistance.

**Building Division Fees**

Building permit fees and Plan Review fees will be collected when permit is issued. Contact the Building Department at 365-5144 or email [GCBUILD@CO.GEM.ID.US](mailto:GCBUILD@CO.GEM.ID.US) for specific fee information.

**These fees may also apply, depending on project scope:**

**SEWER/SEPTIC:**

S. W. District Health will need to review your septic size and location of your drain field and tank. All fees associated with S. W. District Health are paid directly to that agency.

1008 E. Locust Street Emmett, ID 83617

Emmett, ID 83617

PH: 208-365-6371

**GEM COUNTY ROAD AND BRIDGE:**

Driveway access permit for approval of access point of a county road..

402 N. Hayes Street Emmett, ID 83617

PH: 208-365-3305

**IDAHO TRANSPORTATION DEPARTMENT (ITD):**

Driveway access permit for approval of access point of a Highway..

3311 W. State Street Boise, ID 83707

PH: 208-334-8000

*It is property owners/contractors responsibility to submit a copy of each permit that will be required.*

**Plan Review:**

Plan review can take up to 30 days for approval depending on workload.

**Submittals Requirements:**

*application will not be processed until all items needed are submitted*

- Residential Building Permit Application
- 2 complete sets of plans
- Plot Plan/Site Plan (drawn to scale)
- Proof of property ownership (Warranty Deed), etc.
- Driveway access permit (Road & Bridge or ITD)(if applicable)
- Irrigation District Approval (if applicable)
- Septic Permit (if applicable)
- Rural Fire District Approval (if applicable)
- Architectural Committee Approval (if applicable)
- Easements affecting the property (if applicable)