Notes:
- Electrical, Mechanical, and Plumbing trade permits can be obtained online, over the counter, or by fax to the Permit Technician Counter.
- Where applicable, trade permits need to be attached to the appropriate Building Permit.

Applicant comes in to Permit Technician Counter, or faxes a certificate of value, or creates a permit online

Applicant pays fee at the Permit Technician Counter or is billed at the first of the following month and payment is due on the 10th

Applicant requests inspections (208) 608-7070 or on PDS website

Applicant makes corrections

Inspections are performed

Applicable Inspector leaves correction notice onsite

Corrections required?

Yes

No

BLD Inspection card signed if applicable and permit finalized

Note:
- Inspections are required at various stages throughout construction.