Notes:
- Electrical, Mechanical, and Plumbing trade permits can be obtained online, over the counter, by fax, or calling in to the Permit Technician Counter.
- Homeowners are required to come in to the Planning & Development Services office to obtain trade permits and pay fees.
- Where applicable, trade permits need to be attached to the appropriate Building Permit.

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

Residential Trade Permit Process
Case Prefix: ELE, MEC, PLM
Public Version

Applicant calls or comes in to the Permit Technician Counter, faxes an application, 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 the PDS website

Inspections are performed

Applicable Inspector leaves correction notice onsite

Corrections required?

Yes

No

Yes

Applicant makes corrections

Permit finaled

No