Expanding a Business—The Physical Site

As you establish or grow your business, you should review its building needs within the context of your business plan. If you’re ready to expand your physical space by adding to an existing property or building a new site, you will need the proper zoning and building permits. The initial permitting process can often be completed without the assistance of an attorney; however, if the project is large or complex, or if your application has been rejected and/or you are appealing to a governing body (typically, a city or county agency), it may be worthwhile to consult with or retain the services of an attorney.

Definitions

<table>
<thead>
<tr>
<th>Zoning permit</th>
<th>Building permit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A document issued by a governing body to an applicant certifying that the proposed building, structure, or use is consistent with the type of land use (e.g., commercial, mixed, etc.) authorized for or on the land.</td>
<td>A document issued by a governing body to an applicant certifying that the proposed building or structure (e.g., such as a restaurant, warehouse, or retail business) is authorized for a certain purpose, size, or number of occupants.</td>
</tr>
</tbody>
</table>

Securing the Proper Zoning and Building Permits

Zoning and building permits are required for both new buildings and building additions. Permit applicants must follow these steps:

Step One
The permitting process is unique in each of Idaho’s cities and counties, so applicants must first determine whether their physical site is situated within city limits or the county. If the physical site is within city limits, applicants should obtain all permits through city offices and adhere to city codes; outside of city limits, applicants should obtain all permits through county offices and adhere to county codes.

Step Two
Once applicants have determined whether they need to adhere to city or county codes, they need to know their city’s or county’s building requirements. The easiest way to learn about the building requirements is to visit or schedule an appointment with a city’s or county’s agent. Each city and county has a department or representative that can provide the legal requirements for prospective builders. These offices are often called Development Services, Planning Division, Planning and Zoning, or something similar. Contact information can often be found on the city or county website. You can also call or visit the city or county office. Information for select locations is provided on the reverse side of this handout.

Step Three
Based on city or county requirements, applicants may need to have a third party inspect the physical site. Applicants will need to budget for this and other costs associated with getting the proper zoning and building permits. Permit fees vary by city and county and can range anywhere from less than $100 to tens of thousands of dollars, depending on the permit type and valuation of the structure. All applicants must submit the required permit application, which can be found online or at the city or county office. Building is not allowed to begin until the application is approved by the city or county, which can take an extended amount of time, so plan accordingly.

Step Four
Once all permitting requirements are satisfied and approved, you can start building!

PLEASE NOTE: This handout does not offer or substitute for legal advice. For more information: CALS-RuralStudies@uidaho.edu
## Information You May Need to Provide to City or County Offices

<table>
<thead>
<tr>
<th>Building Site and Business Information</th>
<th>Professionals Performing the Work</th>
<th>Inspections, Permits, and Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current floor plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposed building plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposed building use</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estimated customers per day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type of structure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lot size</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of parking spaces</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water source</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sewage type</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floodplain status</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Names of builders</td>
<td>Property deed</td>
</tr>
<tr>
<td></td>
<td>Names of architects</td>
<td>Fire inspection</td>
</tr>
<tr>
<td></td>
<td>Names of engineers</td>
<td>Health department inspection</td>
</tr>
</tbody>
</table>

## Zoning and Building Contact Information for Select Locations

For reference only: The following list isn’t meant to be comprehensive, only exemplary. Each city/county in Idaho differs in how they process these policies. No endorsement is intended.

### CANYON COUNTY
- Website: [https://www.canyonco.org/building-department](https://www.canyonco.org/building-department)
- Location: Development Services Office, 111 North 11th Avenue, Room 140, Caldwell, ID 83605

### CLARK COUNTY
- Website: [https://www.clark-co.id.gov/planning-zoning](https://www.clark-co.id.gov/planning-zoning)
- Location: 320 W. Main Street, Dubois, ID 83423

### JEROME COUNTY
- Website: [https://www.jeromecountyid.us/164/Planning-Zoning](https://www.jeromecountyid.us/164/Planning-Zoning)
- Location: 300 North Lincoln, Room 208, Jerome, ID 83338

### POWER COUNTY
- Website: [http://www.co.power.id.us/building-administrator-planning-and-zoning-department/](http://www.co.power.id.us/building-administrator-planning-and-zoning-department/)
- Location: 543 Bannock Avenue, American Falls, ID 83211

### CITY OF CALDWELL
- Website: [https://www.cityofcaldwell.org/departments/planning-and-zoning](https://www.cityofcaldwell.org/departments/planning-and-zoning)
- Location: 621 Cleveland Boulevard, Caldwell, ID 83605

### CITY OF NAMPA
- Website: [https://www.cityofnampa.us/255/Planning-Zoning](https://www.cityofnampa.us/255/Planning-Zoning)
- Location: 500 12th Avenue S., Nampa, ID 83651

### CITY OF PAYETTE
- Website: [https://www.cityofpayette.com/?SEC=34FCF517-618E-4445-B5D1-DD6B900045C6](https://www.cityofpayette.com/?SEC=34FCF517-618E-4445-B5D1-DD6B900045C6)
- Location: 700 Center Avenue, Payette, ID 83661

### CITY OF TWIN FALLS
- Website: [https://www.tfid.org/175/Planning-and-Zoning](https://www.tfid.org/175/Planning-and-Zoning)
- Location: 203 Main Avenue East, Twin Falls, ID 83301

---

**Authors:** Katelin Bartles, Student, College of Law, University of Idaho; Christy Dearien, Research Associate, Grant and Project Development, University of Idaho; John Rumel, Professor, College of Law, University of Idaho; Paul Lewin, Associate Professor and Extension Specialist, Agricultural Economics and Rural Sociology, University of Idaho

Issued in furtherance of cooperative extension work in agriculture and home economics, Acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Barbara Petty, Director of University of Idaho Extension, University of Idaho, Moscow, Idaho 83844. The University of Idaho has a policy of nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity/expression, age, disability or status as a Vietnam-era veteran.

BUL 949 | Published November 2020 | © 2020 by the University of Idaho