



NO. \_\_\_\_\_

\_\_\_\_\_  
FILING DATE

SETTING APPLICATION AND PERMIT

\_\_\_\_\_  
Contractor Registration Number

To: City of Grace, Grace, Idaho.

I, \_\_\_\_\_ hereby make application to construct a \_\_\_\_\_

\_\_\_\_\_  
(Sheds, House, Fence, etc.)

At \_\_\_\_\_  
(Address)

In accordance with Zoning Ordinances, said building is to be constructed upon

Lot No. \_\_\_\_\_ Block and Street No. \_\_\_\_\_ in \_\_\_\_\_

Addition to City of Grace, Idaho.

Use District \_\_\_\_\_  
Zone

**PLOT PLAN**

**ATTACHED SHEET**

Comments:

Approved By: \_\_\_\_\_  
Superintendent Date

Approved By: \_\_\_\_\_  
County Building Inspector (If Applicable) Date

Estimated Cost: \_\_\_\_\_  
(Setting Permit 3-4-2, #13)

Sign Here X \_\_\_\_\_

Receipt No. \_\_\_\_\_

Address \_\_\_\_\_

Manufactured Home Inspection Fee: \$ \_\_\_\_\_

Phone No. \_\_\_\_\_

Setting Fee: \$ \_\_\_\_\_

New Address: \_\_\_\_\_

**Fees Must Accompany Application**

Permit will not be considered without all property boundaries and all building dimensions existing and proposed (See attached guideline list and Substantial Complete Ordinance 2022-01).

Applicant must notify the City of Grace when making changes to the building after the Setting Permit is issued.

THIS APPLICATION IS VALID FOR A PERIOD OF 12 MONTHS

PLOT PLAN ATTACHMENT PERMIT NO. \_\_\_\_\_

North

West

East

South

ORDINANCE NO. 2022-1

AN ORDINANCE OF THE CITY OF GRACE, IDAHO, ADDING A SUBSTANTIAL COMPLETION PROVISION TO REQUIRE CONSTRUCTION PROJECTS TO BE SUBSTANTIALLY COMPLETED WITHIN ONE (1) YEAR; SETTING FORTH PENALTIES FOR FAILURE TO ACHIEVE SUBSTANTIAL COMPLETION; REPEALING ORDINANCES IN CONFLICT WITH THIS ORDINANCE; WAIVING THE RULE THAT THIS ORDINANCE BE READ ON THREE SEPARATE OCCASIONS; AND ESTABLISHING AN EFFECTIVE DATE OF THIS ORDINANCE.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF GRACE, IDAHO, AS FOLLOWS:

**Section 1:** Section 3-5-6, City Code of Grace, Idaho is hereby implemented as follows:

3-5-6: (A) SUBSTANTIAL COMPLETION: All construction or improvement projects shall be substantially completed within one (1) year from the issuance of the permit. Furthermore, no permit will be extended beyond three (3) years. If a project is not substantially completed after three (3) years, the penalties found herein shall be applicable.

(B) Substantial completion is defined as the point in the project where the construction listed and set forth in the setting permit is in compliance with the Zoning Ordinance and the roof of the structure, walls, together with exterior finish (i.e., of exterior finish: brick, vinyl siding or metal siding, stucco, and other approved exterior finishes). Barrier wraps are not allowed as waterproof exterior finish. Windows, steps, and doors have been fully constructed and installed, all setbacks, lot coverage, and off-street parking requirements have been met. The height and layout of fences and landscape project established, and all temporary construction buildings have been removed and is fit to be used for its intended purpose and an occupancy permit, if required, is granted. Furthermore, an inspection may be done so that it can be determined whether substantial completion has been met and the inspector determines that substantial compliance with the building has been met.

(C) PENALTIES: If there is not substantial completion of a project as set forth herein, the issued permit may be invalidated and/or not renewed per Grace City Ordinance 3-4-5. Furthermore, noncompliance with this code constitutes a separate offense which is punishable by a fine of \$100 per day.

**Section 2:** Ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

**Section 3:** The rule requiring that this ordinance be read on three (3) separate occasions is hereby waived.

**Section 4:** This ordinance shall be in full force and effect from and after its passage, approval, and publication according to law.

PASSED AND APPROVED by the Mayor and City Council of the City of Grace, Idaho,  
this 16 day of March 2022.

CITY OF GRACE, IDAHO

  
\_\_\_\_\_  
Jackie Barthlome, Mayor

ATTEST:

  
\_\_\_\_\_  
Shelley Reeves, City Clerk

EXEMPTIONS FROM  
STATE CONTRACTOR REGISTRATION

As of January 1, 2006 the City of Grace can no longer issue zoning permits to anyone without a current State Contractor's Registration number or declaration of exemption from the Idaho Contractor Registration Act.

(This list is a summarization of Idaho Code Title 54 Chapter 5205, for full definitions of these exemptions please see the State's website at [www.ibol.idaho.gov/cont.htm](http://www.ibol.idaho.gov/cont.htm))

Please check the definition that exempts you:

- Currently State licensed pursuant to Title 54 Idaho Code, Chapters:
  - 3 Architects,
  - 10 Electrical Contractors/Journeyman,
  - 12 Engineers/Surveyors,
  - 19 Public Works Contractors (exempt from fee only, registration req.)
  - 26 Plumbing/Plumbers,
  - 45 Public Works Construction Management Licensing Act (exempt from fee only, registration req.), or
  - 50 Installation of heating, ventilation, and air conditioning systems.
- Employee or volunteer of a licensed contractor or part of an educational curriculum or nonprofit charitable activity with no wages or salary
- Employee of US Government Agency (State, City, County, or other municipality)
- Public Utility doing construction, maintenance, or development to its own business
- Involved with gas, oil, or mineral operations
- Supplier doing no installation or fabricating
- Contracting a project or projects with a total cost less than \$2000
- Operation of a farm or ranch or construction of agriculture buildings exempt from Idaho Building Code
- Any type of water district operations
- Work in rural districts for fire prevention purposes
- Owner who performs work on own property or contracts with a registered contractor to do work as long as the property is not for resale within 12 months
- Owner or lessee of commercial property performing maintenance, repair, alteration or construction on that property
- Real estate licensee/property manager acting within Idaho Code
- Engaging in the logging industry
- Renter working on the property where they live with property owner's approval
- Construction of a building used for industrial chemical processing per Idaho Code
- Construction of a modular building (defined by Idaho Code) to be moved out of state

I hereby certify that I am exempt from registration as indicated above and the above information is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**CITY OF GRACE**  
**Setting Permit Guidelines**

In order for the City of Grace to properly act on your Setting permit, the following guidelines have been prepared:

**PLEASE BE A RESPECTFUL NEIGHBOR AND NOTIFY OTHERS OF YOUR BUILDING PROJECT TO PREVENT ANY POSSIBLE PROBLEMS.**

FOR REVIEW, SETTING PERMIT MUST BE FILED AT CITY HALL WITH THE GRACE CITY STAFF

COMPLETE ALL OF THE FOLLOWING ITEMS ON YOUR PERMIT:

1. Call Idaho Dig line (electrical, gas, water, sewer) Phone Number 811.
2. Check overhead power lines before building.
3. Type of project.
4. Lot, Block, Street No., and Addition where project is located. (Lot and block information can be found on your tax assessment and additional information can be obtained at city hall).
5. Your name and address where project is located.
6. Your mailing address and phone number.
7. New address of project if applicable (for new homes, etc. the address will be assigned through the county and will require an application & \$300.00 fee being submitted to the county. You should receive an application of address with the permit if applicable, if not they are available at city hall.)
8. Estimated cost of project: 3-4-2 13: (Ord. 207 3-17-1987)
9. As per State Law 54-4201, you are required to provide a Contractor Registration Number on your permit. If you are doing the work yourself the city requires you to fill-out, sign and date an exemption waiver. (Major Building)
10. Complete diagram drawn to scale showing dimensions of all buildings in relation to property lines, dimensions of the property, dimensions of all existing structures, and dimensions of the new construction and height of construction (see attached diagram example). Location of all Utilities. All drawings shall be drawn to scale. **IF THE DIAGRAM IS NOT COMPLETE THE CITY STAFF WILL NOT ACT ON THE PERMIT.**
11. If the property is not owned by the person who has obtained the permit, then the owner's name and signature must be included on the permit to show proof that they are aware of the changes being made.
12. Expiration of Permits: 3-4-3 (C) 5: the fact that said permit shall expire and may be revoked if work has not substantially begun within one year. (Ord.207, 3-17-1987; and Ord. 274, 3-5-2008). 3-4-5: Expiration of Permit: All setting permits shall expire one year after issuance unless substantial work has been completed. (Ord. 207, 3-17-1987; and Ord. 274, 3-5-2008).
13. *Applicant must notify the City of Grace if changes are made to the Setting Permit issued.*
14. Substantial Completion Guidelines to be used are as follows:
  - Height-roof on

- Setbacks-items that could impact restrictions.
- Off street parking requirements.
- Siding, walls, windows, steps, doors completed.
- Exterior finish (i.e., of exterior finish: brick, vinyl siding or metal siding, stucco, and other approved exterior finishes). Barrier wraps are not allowed as waterproof exterior finish.
- All temporary construction buildings removed.
- Fences and Landscape Projects-height & lay out established.

**(Resolution 171-05-01-2013. Substantial Complete Ordinance No. 2022-1).**

THE FOLLOWING ORDINANCES RELATE TO R-1 (Single Family Residential) Zone, R-2 (Multi-Family) Zone, C (Commercial) Zone, I (industrial) Zone, A (Agricultural) Zones:

1. All new homes, sheds, fences, will be surveyed before construction begins.
2. All structures and/or additions must follow city regulations. STRUCTURE = Anything constructed or erected, except fences not exceeding three feet (3') in height, which requires permanent location on the ground or is attached to something having location on the ground.
3. Building height not to exceed thirty six feet (36').
4. Front yard: No building shall be erected nearer than twenty feet (20') from the right of way line of the street. Set back front yard: No closer than twenty feet (20').
5. Setback side yard: No closer than five (5') feet to property line. Nothing can encroach on this, five feet (5') i.e., window wells, steps, bay windows, eaves.
6. Setback rear yard: Have a depth of not less than ten feet (10'), all out buildings having a setback of five feet (5').
7. Houses: Set back twenty feet (20') from the property line. Porches and/or decks a maximum of ten feet (10') from the property line and a maximum of ten feet (10') from the right of way on property line.
8. Corner lots shall maintain a twenty foot (20') side yard/lot adjacent to the street which intersects the street upon which the building fronts for a distance of forty feet (40') each direction of the corner. Side yard on corner lots shall then be required a minimum of five feet (5').
9. All set back requirements will be strictly required as listed.
10. Minimum lot area for R1 (residential) Zone structure is nine thousand sq. feet (9,000') and lot width at the established building line of not less than seventy-five feet (75'). R2 (multi-family residential) Zone Area minimum lot area for single-family and two family dwellings: Seven thousand (7,000') Square feet; except corner lots shall contain at least eight thousand (8,000') feet. Unless restrictive covenants of subdivision supersede this rule. (It is up to the property owner to provide evidence of this).
11. The only temporary buildings allowed are those used for construction purposes for a period of not to exceed one year.
12. Off street Parking: 1. For each R-1 (single-family residence) Zone, and R-2 (multi-family residence) Zone two (2) spaces as defined in section 3-5-5 of this title, sufficient in size for a garage or carport.

Off Street Parking: 2. For other uses in the other zones refer to subsection 3-2-1 (G) #10 of this title. (Ord. 207, 3-17-1987).



13. Section 9: city code 3-2-1(D) 2. Fences, walls, and hedges are permitted in any required yard or along the edge of any yard to a height of six feet (6'), provided that no fence, wall, or hedge along the sides or front edge of any front yard shall be over three feet (3') in height.

On a corner lot in any residential district, nothing shall be erected, placed planted or allowed to grow in any such manner as to materially impede vision between a height of three feet (3') and ten feet (10') above the centerline grades of intersecting streets bounded by the property lines of such corner lots on a line joining points along said property lines for forty feet (40').

14. Prior to the installation and construction of fence or wall along a property line, the owner shall first obtain and submit to the City of Grace, an application for a Setting Permit. If there are existing survey markers, they may be used by the property owner. If there are not any existing survey markers the property must be surveyed by a professional land surveyor licensed to practice in State of Idaho, and the surveyor shall cause said property to be staked and marked in accordance with Idaho law prior to any fence or wall construction.
15. PORTABLE DOG KENNEL GUIDELINES: *Portable dog runs do not require a setting permit but must meet setbacks.*

#### MANUFACTURED HOME GUIDELINES:

Per Grace City Code 4-2-1 all manufactured and modular homes which are installed within the city will require a \$200.00 inspection set-up fee. The homeowner must confer with the inspector prior to commencing location of the manufactured or modular home to determine the inspection schedule. Rowdy Larkin, building inspector for Caribou County, is the manufactured and modular home inspector for the City of Grace and you may reach him at 208-339-2759 to schedule the inspections. (Please be patient with the inspector as he can only do the inspections before or after his regular working hours for Caribou County.)

#### SUBDIVISION GUIDELINES:

Homes built in a subdivision within the city need to have an approval signed by the Architectural Control Covenant Committee of the subdivision prior to applying for a Setting Permit with the City Staff of Grace, Idaho (i.e., Burton Canyon Phase 1 and Burton Canyon Phase 2).

IT IS THE RESPONSIBILITY OF THE PERSON OBTAINING THE PERMIT TO BE SURE THAT ALL INFORMATION IS PROVIDED. IF THE PERMIT COMPLIES WITH THE CITY ZONING ORDINANCES, THE CITY OF GRACE WILL RECOMMEND THE PERMIT BE APPROVED. THE CITY STAFF WILL OFFICIALLY ACT ON THE PERMIT AT THE TIME OF FILING.

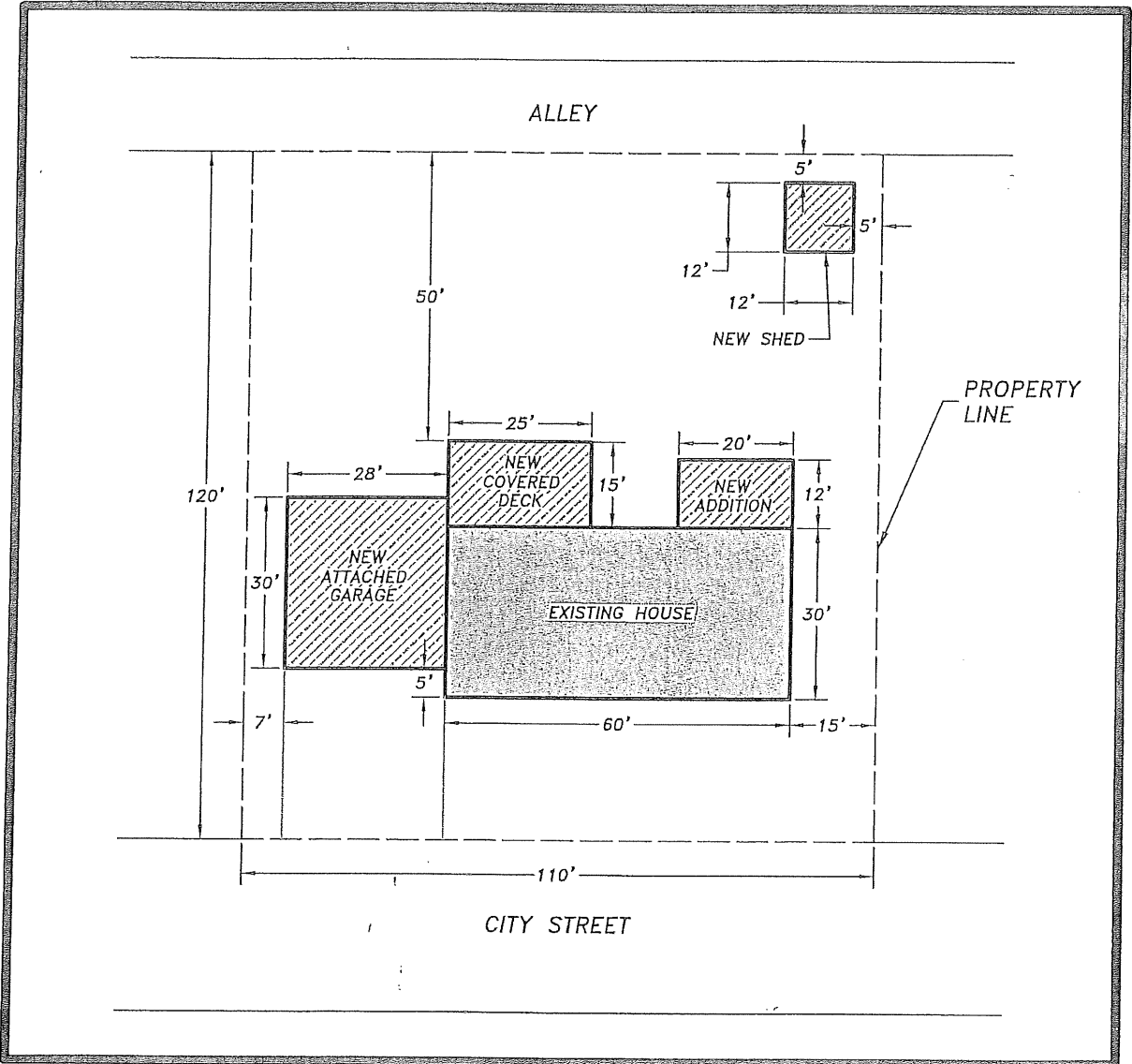
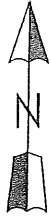
The following items may be constructed on properties within the City without the necessity of owner or occupant of the property obtaining a setting permit:



Concrete flat work for patios, sidewalks, and driveways.  
Playground equipment that is less than 250 square feet in size.  
Propane tanks.

Bay windows and awnings not extending beyond the eaves of the house.  
Temporary snow fences.  
Trampolines.  
Dog houses.  
Clothesline.  
Free standing yard lights and poles.  
Flag poles.

Prefabricated swimming pools and hot tubs. (Supporting structures such as *Gazebos* or *Decking* will still require a setting permit)  
Safety handrails on existing structures. (Handrails will have to be included on the Setting Permit for new construction).



SCALE: 1 INCH = 30 FEET

EXAMPLE DRAWING