

Site plan & building permit process

City of Rigby — for residential and commercial applicants

Step 1 Submit your site plan to the City

Bring your site plan to the City of Rigby for review. This applies to every project, residential or commercial.

Step 2 City site plan review & zoning permit

The City reviews the plan for zoning compliance. If approved, the City signs and dates the site plan and issues a Zoning Permit.

Commercial & multi-family projects only

The Fire District must also review the construction drawings and site plan before a building permit can be issued, to confirm fire code compliance. This step runs alongside the City's review and does not apply to single-family residential projects.

Step 3 Take your approved plan to Jefferson County

Once you have your Zoning Permit and approved, signed and dated site plan, submit both to the Jefferson County Building Department, along with the other items on the Building Permit Checklist.

Step 4 County plan review, permit & inspections

Jefferson County reviews the construction plans, approves and issues the building permit, and performs the required inspections as work progresses.

Step 5 Certificate of Occupancy or Completion

After final inspections are approved, Jefferson County issues a Certificate of Occupancy (for occupied structures) or a Certificate of Completion.

Questions about where your project stands in this process? Contact the City of Rigby Planning office.



CITY OF RIGBY ZONING PERMIT APPLICATION

Planning & Zoning • 158 W. Fremont Avenue • Rigby, Idaho 83442

PURPOSE: This application is for City zoning review. The City determines compliance with the Rigby Zoning Ordinance. Building, mechanical, plumbing, and electrical permitting and inspections are administered separately by Jefferson County as applicable.

1. APPLICANT & PROPERTY INFORMATION

Owner / Applicant		Application Date	
Mailing Address		Phone / Email	
Property Address / County Assigned Address		RPA Number	
Legal Description / Lot & Block		Subdivision / Phase	
Current Zoning District		Existing Use	
Proposed Use		Project Type	☐ New ☐ Addition ☐ Remodel ☐ Accessory ☐ Other

Project Description (brief): _____

2. DEVELOPMENT INFORMATION

Lot / Parcel Area	_____ sq./ acres	Number of Dwelling Units	_____
Building Footprint	_____ sq. ft.	Total Floor Area	_____ sq. ft.
Building Height	_____ ft.	Stories	_____
Required Front Setback	_____ ft.	Proposed Front Setback	_____ ft.
Required Side Setback	_____ ft.	Proposed Side Setback	_____ ft.
Required Rear Setback	_____ ft.	Proposed Rear Setback	_____ ft.

3. ACCESS, UTILITIES & SITE CONDITIONS

Primary access: ☐ Existing ☐ Proposed Street / Road: _____

Secondary access (if applicable): ☐ None ☐ Existing ☐ Proposed _____

Water: ☐ City ☐ Well ☐ Other _____ Sewer: ☐ City ☐ Septic ☐ Other _____

Stormwater / drainage: ☐ Existing system ☐ On-site ☐ Other _____

ITD access permit: ☐ Not required ☐ Required ☐ To be determined

Subdivision / PUD / — Name .: _____

Notes / required access or utility improvements: _____

4. REQUIRED SITE PLAN

Submit a scaled site plan with dimensions. The plan must contain sufficient information for the City to determine zoning compliance, consistent with Rigby City Code § 10-14-2.

- ☐ Property boundaries and dimensions
- ☐ North arrow and scale
- ☐ Existing structures and proposed structure(s)
- ☐ Proposed building footprint and dimensions
- ☐ Setbacks from property lines and applicable rights-of-way
- ☐ Existing/proposed driveways and access points
- ☐ Roads, alleys and/or adjacent rights-of-way
- ☐ Sidewalks and other required site improvements
- ☐ Waterways, canals, ditches, wells and septic systems, as applicable
- ☐ Building height and number of stories

5. Prior to Issuance of Certificate of Occupancy

Owner/Developer/Designee Attestation:

1. The builder agrees to meet or exceed all building and zoning codes for the City of Rigby, Idaho.

2. The Builder is responsible for notifying DIGLINE prior to construction.

3. Water and Sewer Services Water and Sewer Connection Fees must be paid at the time of the building permit application.

(Initial) _____ A water service pit is required for all new construction (Residential and Commercial).

(Initial) _____ Before covering and water/sewer lines an Inspection of the water service pit, water and sewer lines is required by the city's Public Works Department.

(Initial) _____ Curb stop, and service pit must be exposed for the Inspection before final grade.

4. Sidewalks Inspections: a. The builder will comply with the city's specification on construction of sidewalks and base must be inspected by the public works department before concrete is poured.

5. Property must be brought to final grade prior to issuance of certificate of Completion or Certificate of Occupancy. 6. Builder acknowledges Certificate of Completion is subject to final completion by developer of the subdivision and Final acceptance of same by the city's public works department

6. APPLICANT CERTIFICATION

I certify that the information provided in this application and accompanying plans is true and correct to the best of my knowledge. I understand that the zoning permit authorizes only the use, arrangement, and construction shown on approved plans and that changes may require additional review or approval. I understand that this zoning approval does not replace any required building, mechanical, plumbing, electrical, fire, health, or other permit or approval.

Owner / Authorized Applicant Signature	Date	Printed Name	Phone

7. CITY PLANNING & ZONING REVIEW — FOR CITY USE

Review Item	Finding / Notes	Initials
Zoning district and proposed use	☐ Permitted ☐ Not permitted	
Lot area / dimensional standards	☐ Complies ☐ Does not comply ☐ N/A	
Setbacks / building placement	☐ Complies ☐ Does not comply	
Building height	☐ Complies ☐ Does not comply	
Access / frontage / right-of-way	☐ Complies ☐ Additional review required	
Water / sewer / site utilities	☐ Complies ☐ Additional review required	
Site plan / approved development plans	☐ Complete ☐ Revisions required	
Other applicable approvals / conditions	☐ None ☐ See conditions below	

Conditions / required revisions: _____

8. CITY DECISION

☐ APPROVED	Zoning compliance confirmed.	Permit No.	_____
☐ APPROVED WITH CONDITIONS	See conditions above / attached.	Date Issued	_____
☐ DENIED	Reason(s) attached.	Expiration	
Planning Administrator / Designee	Signature	Date	_____

IMPORTANT: Approval of this zoning permit does not authorize construction inconsistent with approved plans or applicable City ordinances.