On-line Building Permit and Applicant Portal Account Registration and Set-up

https://www2.citizenserve.com/Portal/?installationid=242

To get started, click or enter the above link into your browser to access the portal…

1. Clink on the REGISTER NOW link
2. Select "Registration Type"
3. Complete the Registration.
   - IMPORTANT: Each registration is allowed ONE username and password to share with everyone in your organization. DO NOT create multiple usernames for the same business. Creating multiple usernames will result in delayed reviews and responses to applications.

4. Once you are registered you can now apply for permits on-line. Enter in all applicable information fields and project data including a description and scope of work. If you are a Trade Contractor, applying for a retrofit permit not attached to a Building permit, Select a "**New Permit**". Only "**Existing Permits**" should be selected when applying for a trade permit of a New Construction Residential or Commercial project.
5. Contractor Registration is required per Idaho Code 54-52. Registration Number and Expiration must be presented unless specifically qualified for Exemption per section 54-5205.
6. A deposit is required to proceed with any new Building Permit Application.
7. At time of application submittal, you will receive a building *file* number, it will look similar to the *building permit number* – However, this is NOT the *building permit number*. Once the permit is paid for and issued; you will receive the *building permit number.* For example:

NBR26-00XXXX (Residential) or **NCB26-000XXXX** (Commercial)

8. Preliminary Approvals may include:
   - *Residential* - HOA Approval Letter, Pre-Construction Elevation Certificate.
   - *Commercial* - P&Z Pre-Application Meeting and Design Review Zoning Certificate, Industrial User Survey, Pre-Construction Elevation Certificate, SW District Health, Idaho

Health & Welfare, HD4/ITD/Middleton Highway District, Civil Engineering, Public Works - Sewer and Water, Middleton or Caldwell Fire Districts.

9. Plan Set Upload and Submittal Requirements - See also: Submittal requirements

- **Residential 2018 IRC - One Two Family**
  Site Plan - uploaded as 1st page of plan set and include Setback Dimensions, Lot Square Footage as Recorded on Final Plat and Lot Coverage Percentage Calculation, Elevation Plan (with total height of building from grade to highest ridge and pitch of roof), Middleton Design Criteria, Foundation, Floor and Wall Construction, Exterior Envelope and Finishes, Prescriptive Wall Bracing Calculations, Tall Wall/Lateral Engineering and Calculations, Structural Building Sections, Floor Plan, Stair Construction, Roof Framing and Ventilation, Fire Wall Assemblies, IECC Prescriptive or RESCheck Energy Envelope Compliance, Structural Engineering. Manual J, D and S Calculations and Applicable Flood Plain Documents. Electrical Lighting and Smoke/Co Detector Locations. Garage/Dwelling Type-X Fire Separation. Emergency Escape and Fall Protection details.

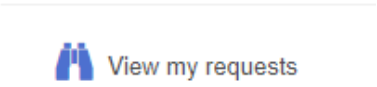
- **Commercial 2018 IBC - NEW or Tennant Improvement**
  Prepared by an Idaho Registered Design Professional, Middleton Design Criteria, Applicable Code Data, Occupant Load Calculations and Life Safety/Means of Egress Analysis, Drainage Calcs and Civil Engineering, Site Plan, Foundation, Floor Construction, Structural Building Sections and Elevations, Wall Types and Assemblies, Floor Plan – All Rooms and Spaces Identified, Stair Details, Wall and Roof Assemblies, Rated Fire Wall - Floor/Ceiling Assemblies, Listed Penetration Firestopping, IECC Energy COMMChecks (Envelope, Int./Ext. Lighting, Mechanical), Structural Engineering and Special Inspections Schedule. Electrical, Mechanical and Plumbing Design, Plumbing Fixture Calculations (Ch.29 IBC), Reflected Ceiling Plan, Geotech Report and Soils investigation Reports, Flood Plain Elevation Documents. Accessible Elements Designed per ANSI A117.1 -2009 Standard.

- **Fire Department - Commercial**
  Caldwell Fire Dept. - Applicant is responsible for separately submitting *building and fire protection systems plans* to Caldwell Fire Dept. for *south-of-river* development.
  Middleton Fire District - Applicant is responsible for separately submitting *fire protection systems plans* to Middleton Fire District for *north-of-river* development.

10. Building Permits will not be issued until a confirmation receipt is received that Sewer & Water Connection, and all applicable Impact, Civil and Fire Department fees have been paid.
11. Building contractors are responsible for requesting ALL building-related inspections from foundation to completion. *Excluding: electrical, mechanical and plumbing.*
12. All inspections are tied to the *building permit number*, ensure that your subcontractors

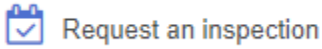
have this permit number when submitting for trade permits.

- When requesting an inspection, log into the portal with username and password. Select “View my requests” from the left side of page.



Click on the Blue Permit Number to access the permit page. From here additional options for what to do with the permit will show on the left side of the page.

Select “Request an inspection”.



Fill out the inspection request noting any information pertaining to the request (phone numbers, garage codes, description, time of concrete pour, special conditions, etc.) Please note inspection times *may be requested for concrete placement only*. Requests for other inspection timeframes are not guaranteed. Same day inspections are not permitted.

Once the Inspector has completed the inspection, it will be entered into the portal. Please check the portal to see the results, notes and status of any inspection.

13. If you need to Cancel or Re-Schedule an inspection, log in and click on the Inspection Tab. In the Date column is a blue “re-schedule” or “cancel” option.

Inspection Type	Inspector	Date	Status
Building Final	[redacted]	Requested for 09/06/2024 RESCHEDULE ➞ CANCEL ➞	Online Inspection Requested

14. The on-line system will now notify you of changes in the permit status as well as inspection results via the registered email address.

The City of Middleton, Idaho is committed to assisting you in the process and we look forward to working with you!

Contacts:

Building Dept. Email: building@middletoncity.org

Jessica Boscacci - Permit Technician
Email: jboscacci@middletoncity.org

Sean Warner - Residential Inspector/Plans Examiner
Email: swarner@middletoncity.org

Steven Wiesner, CBO - Building Official
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