



City of Blackfoot

Idaho

157 North Broadway
Blackfoot, Idaho 83221
(208) 785-8600
www.cityofblackfoot.org

Building Department Process

Step 1: Apply

- Complete Application
- Submit items on Building Code Review 2018 Check List
- Pay Fees

Step 2: Plan Review Process / Upload Files to ProjectDox

- Site Planning Meeting with Departments of City of Blackfoot
- Submit Application to Building Department **City Hall 157 N Broadway or donna@cityofblackfoot.org**
- **ProjectDox agencies** reviews plans.
- **Resubmittals:** If you do not pass review, you'll be notified to upload corrections.

Step 4: Project Approval / Building Official Notation

- The approved plans will be e-mail to you, or the City will give notification.
- Building Permit Approval required before building can begin.
- Download the approved plans/approval letter.
- Begin the Building process.
- All the plans, drawings, calculation and reports that are part of the approved plans must be on the job site at the time of inspections.
- Notify Building Official for Inspections

Step 5: Inspections needed are listed on your Building Permit

- **BUILDING**
- **HVAC**
- **ELECTRICAL**
- **PLUMBING**

❖ Any Questions Call

- Donna Parkinson Permits donna@cityofblackfoot.org (208)785-8600 x 3
- Jeff Geisler Building Official jeff.geisler@dbs.idaho.gov (208)220-6310
- Ben Hirschi Fire Marshall bhirschi@cityofblackfoot.org (208)785-8605
- Richard Mangum PWD richard@cityofblackfoot.org (208)785-8608 x 8
- Kurt Hibbert P & Z Administrator khibbert@cityofblackfoot.org 208)785-8600 x 4