

751 W 4th Street  
KUNA ID 83634  
(208) 639-5342  
www.KunaCity.id.gov



Building Department  
Supervisor  
Dawn Stephens

Building Inspector  
Steven Barker

Permit Technicians  
Alex Everhart  
Ariana Welker

## Residential Building Permit Digital Submittals Instructions

The Building Department will need an email with your company's information:

- Physical Address
- Contractor License #
- Contact Person
- Email Address
- Phone number

We will create a Dropbox folder for you and email you the link.

Once you have the link:

- 1) Please submit ***only*** construction plans to Dropbox. Plans need to be titled:

“L-- B-- Subdivision w/ Phase # - Street Address”

- 2) Please submit **PDFs** of the following to [awelker@kunaid.gov](mailto:awelker@kunaid.gov) and [dstephens@kunaid.gov](mailto:dstephens@kunaid.gov):

- Application
- Site plan
- Floor plan
- Manual J
- Any applicable structural calculations

All documents need to be titled:

“L-- B-- Subdivision w/ Phase # - Document Type”.

Your application will be processed in the order it is received.

When it is in our system, we will email you to request the submittal fee which can be paid over the phone with a credit card.

After the submittal fee is paid, the plans will go to the plan reviewer. If the plans are approved, you will receive an invoice with the total due. Please email Dawn and Ariana when you have a check for pick up. Include the check # and amount. We will schedule a pick-up time with you.

Once the permit has been paid and picked up, we will send you the approved plans electronically. You will be responsible for printing and having on site the approved plans, Manual J, and any applicable structural calculations.