

751 W 4th Street
KUNA ID 83634
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www.KunaCity.id.gov



Building Department
Supervisor
Dawn Stephens

Building Inspector
Steven Barker

Permit Technicians
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Residential Building Permit Digital Submittals Instructions

**Please read these instructions carefully before submitting.
Incomplete or inaccurate submittals will not be accepted.**

Official Height and Area Standards can be found at:

[Kuna City Code 5-3-3](#)

1) Please email individual **PDFs** of the following to awelker@kunaid.gov and dstephens@kunaid.gov:

- Application
- Site plan 8.5 x 11 (not the construction set page)
- Floor plan 8.5 x 11 (one page per floor & not the construction set pages)
- Manual J
- Any applicable structural calculations

All documents need to be titled:

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

All documents must have the *legal* subdivision name with phase # on them.

2) Please submit **only** construction plans (24 x36) as a single PDF document to Dropbox.
Plans need to be titled:

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

If you do not have a dropbox link from the City of Kuna Building Department, once we receive your application, we will create a Dropbox folder for you and email you the link.

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

When it is entered 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.