



City of Ketchum
Planning & Building

WHEN IS A BUILDING PERMIT REQUIRED?

A building permit is required when alterations, additions or demolitions are made to an existing building or when any new construction is undertaken. Normal building maintenance does not require a building permit in most instances.

Separate permits for electrical, plumbing and HVAC work are also required when applicable. **Electrical, HVAC and plumbing permits are issued by the State of Idaho, not the City of Ketchum.** To apply for electrical, HVAC and plumbing permits, please visit [Idaho Division of Building Safety-ETRAKit](#).

We strongly encourage property owners to contact City of Ketchum Planning and Building Department (208) 726-7801 or email planningandzoning@ketchumidaho.org to verify when a building permit is required before starting any construction project within our jurisdiction.

The **property owner is responsible** for ensuring all work on the premises has all required permits. Stop Work Orders and a \$1,000 fine will be issued for work in progress without the required permits. Applicable permit fee(s) will also apply.

Contractors and owner builders should be familiar with the city's locally adopted codes and city specific amendments found in [City of Ketchum Municipal Code Title 15 – Buildings and Construction](#) and review the information found within each of the respective Codes adopted by the city as follows:

- The International Building Code ("IBC"), 2018 edition, as amended by the Idaho Building Code Board and including new Appendix O
- The International Residential Code ("IRC"), 2018 edition, as amended by the Idaho Building Code Board, parts I—III and IX, including appendix F, radon control methods
- The International Energy Conservation Code ("IECC"), 2018 edition, as amended by the Idaho Building Code Board
- The International Swimming Pool and Spa Code ("ISPSC"), 2018 edition
- The International Existing Building Code, 2018 edition, as amended by the Idaho Building Code Board; and
- The International Property Maintenance Code, 2028 edition.

Per the IRC and IBC, the following work does not require a building permit:

2018 IRC – [R105.2 Work Exempt from permit](#)

2018 IBC – [105.2 Work Exempt from permit](#)

*** This is a Building Permit Requirement Guideline **ONLY** and does not take precedence over the International Code as adopted by the City of Ketchum. ***

Type of Projects	Example	Building Permit Required?
New Structures, Factory Built Structures & Manufactured Structures	Building of New Residential Structures	Yes
	Building of New Non-Residential Structure	Yes
	Moving of Existing Structure to New Location	Yes, Demo Permit Required
	Moving & Setting of Factory Built Structure on Building Site	Yes
Grading with No Other Construction	Grading – Clearing & Grubbing	No
	Grading – Excavation related to future development activity	Yes
Other	One-story detached accessory structures, provided that the floor area does not exceed 200 square feet (18.58 meters squared) for projects that fall under the 2018 International Residential Code and 120 sq ft (11 meters squared) that fall under the 2018 International Building Code i.e. tool sheds, playhouses	No *Structure may still need to meet setback requirements if it is a permanent structure.
	Retaining Walls, over 4 feet in height (Engineering Required)	Yes
	Erection of Exterior Signs - Permanent or Temporary	Sign Permit Required
	Fences – New or Replacement	Fence Permit Required
	All Non-Structural Landscaping	No
Demolition of Building/Structure	Demolition of the Whole Building, Factory Built Structures, or Manufactured Housing	Demo Permit Required
	Demolition of Part of Building, Factory Built Structures, or Manufactured Housing when coupled with a remodel or addition	Yes
Additions & Alterations to Exterior	Additions involving bedroom, bathroom, kitchen, living room, or other accessory rooms	Yes
	Additions involving an attached garage or shop.	Yes
	Additions involving a detached garage or shop exceed 200 square feet (18.58 meters squared)	Yes
	Non-structural sidewalks/slabs	No
	Decks, Entry Porches, Patios, etc. not exceeding 200 square feet in area, that are not over 30 inches above grade at any point, are not attached to a dwelling and do not service the exit door required by Section R311.4 (2018 International Residential Code).	No
	Decks, Entry Porches, Patios, etc. exceeding 200 square feet, and/or is over 30 inches above grade and/or construction above the floor line and/or attached to a dwelling and/or service an exit.	Yes
	Alterations involving bedroom, bathroom, kitchen, living room, or other accessory rooms	Yes
	Addition of Exterior Door	Yes
Exterior Repair & Replacement	Alterations involving an attached or detached garage or shop	Yes
	Replacement of Roof	Re-Roof Permit Required
	Repair or Replacement of Exterior Siding	Yes
	Replacement, Repair or Addition of Exterior Window	Yes
	Repair of the Glass only in a Window	No
	Exterior Painting or Similar Finish Work	No
Interior Repair & Replacement &/or Addition	Repair or Replacement of Existing Exterior Door	Yes
	Repair or Replacement of floor covering	No
	Painting, Papering or Similar Finish Work	No
	Installation of Wood burning Stove or Fireplace	Yes
	Repair of Drywall	No
	Repair or addition of Insulation	Yes

Why are permits required?

- The State of Idaho requires standards of construction for all properties in the State. In the mountains, standards are even higher than other parts of Idaho due to snow load requirements which keep a building structurally safe.
- Building Codes are written to provide the minimum requirements necessary to safeguard public safety, health and general welfare. The intent is to provide safety to life and property from fire and other hazards attributed to the built environment and to provide safety to fire fighters and emergency responders during emergency operations.
- The City of Ketchum has adopted land use and zoning regulations that require buildings in the City of Ketchum comply with allowable uses, floor area ratios, height restrictions, setbacks, platted rights-of-ways and utility easements and the like. Building permit and plan review provide an additional level of certainty that your property is in compliance with these rules. If work takes place in violation of these rules, demolition of an improvement may ultimately be required.

Why should I apply for a permit?

- New structures, additions, and improvements constructed in accordance with the requirements of the building codes and land use regulations protect property values, ensure safety, and promote sustainability.
- When insuring property or filing an insurance claim for property loss, you may be asked to provide evidence of issued building permits and approved inspections.
- When selling property to a prospective buyer, evidence of approved permits, plan drawings and inspections may be requested.
- Mortgage lenders and/or banks issuing construction loans often require evidence of lawful permits and a copy of the building's Certificate of Occupancy.
- If work is being conducted without the required permits, a stop work order will be issued and the property owner will be responsible for the fees associated with the stop work order. Additionally, demolition or correction of the work may be required which creates additional cost and delays to a project. This negatively impacts the property owner and prolongs construction impacts on adjacent neighbors.