

NEW CONSTRUCTION PACKET

The City of Shelley Building Inspector inspects for building construction but it does not include plumbing, electrical, and HVAC. You must contact the specific State agency for those inspections. The following are contact numbers you may use:

For Building Construction call:
City of Shelley Building Inspector
Jordon Johnson
208-681-3391

For Plumbing, Electrical, and HVAC call:
DOPL
Idaho Division of Building Safety
208-334-3233

Please review the attached documents before commencing construction. The documents included are:

Mailbox specifications
Fence setback requirements
Driveway requirements
Private driveway requirements
Meter vault requirements
Setback requirements
Intermountain Gas specifications

For more building requirements please review our city code at www.cityofshelley.org

When your building permit is purchased, you must submit proof that your regional sewer connection fee has been paid to the Eastern Idaho Regional Sewer District (EIRSD). You will be required to also pay a sewer connection fee and water connection fee to the city. You may check with the jurisdiction on which fees will apply and the specific amount.

Please note: An account must be set up for all new construction when the building permit is issued and the connection fees are paid. Your monthly billing for water and sewer utility service will begin the first of the month after the fees are paid, whether the services are being utilized or not. The connection fees guarantee you access to the municipal services therefore monthly fees to maintain the systems are required. Garbage service will not be provided and billed for until the unit is occupied.

Mgr. Delivery & Customer Service Programs
Salt Lake District



January 16, 2018

Shelley Planning and Development
101 S Emerson Ave
Shelley, ID 83274

Dear Sir or Madam:

A letter was issued in April 2017 on behalf of the United States Postal Service (USPS) concerning establishment of mail delivery. I would like to reiterate the information provided at that time. It is regarding establishing mail delivery to new business and/or residential developments. In light of today's changing mail mix, there are new and convenient ways to receive mail and packages that enhance customer convenience.

In April of 2012 the USPS revised regulations to clarify options for delivery and to provide the USPS greater autonomy in determining how deliveries are added to the Postal Service Network. Consistent with existing Postal Operations Manual (POM) regulations regarding growth and extensions of delivery, the USPS has determined that Delivery and Collection Box Units (NDCBUs) or simply Cluster Box Units (CBUs), will be the approved method of delivery for new developments.

The purchase and installation of these units are the responsibility of the developer, contractor, homeowners association or homeowner. CBUs are available in various styles, and the developer may customize the surroundings to compliment the local architecture. With CBUs, customers enjoy greater mail security because each unit has its own key. Convenience is increased because regular collection of outgoing mail is made. It is also the most efficient and cost effective mode of delivery for the Postal Service.

The USPS recognizes the interest builders have in controlling site plans and, just as with other public service, the USPS will work to meet the requirements of the builders and local planning administrators. The USPS will work with builders and developers to determine the best placement of CBUs for new developments prior to establishing or extending delivery service. This will include review of site plans and consideration of lot size and locations of housing relative to existing delivery infrastructure and customer travel. The USPS will take into consideration safety, reliability, cost and efficiency for our carriers and the public.

We advise developers, contractors and homeowners to contact the local postmaster in the early planning stages of community development, redesign or new home construction to ensure that all options are provided to them and that mailboxes are installed in an approved location. Meeting early will help avoid potential service problems or disruptions.

We ask that you provide a copy of this letter when issuing building permits.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Fratto".

Jeff Fratto

1760 W 2100 S
Salt Lake City UT 84199-9334
801-974-2270
jeff.f.fratto@usps.gov

CHAPTER 8

OFFICIAL HEIGHT & AREA REGULATIONS

<i>10-8-1:</i>	<i>Height Regulations</i>
<i>10-8-2:</i>	<i>Minimum Area & Setback Regulations</i>
<i>10-8-3:</i>	<i>Accessory Building Requirements</i>
<i>10-8-4:</i>	<i>Supplemental Area/Setback Regulations</i>
<i>10-8-5:</i>	<i>Supplemental Height Regulations</i>
<i>10-8-6:</i>	<i>Frontage Regulations</i>

10-8-1: HEIGHT REGULATIONS: Under this Ordinance, height regulations shall be as follows:

- (A) There shall be no minimum or maximum height requirements in the A District;
- (B) Maximum building height in R/A, R1, R2, RM RE, and RO Districts shall be the lesser of two (2) stories or thirty-five (35) feet;
- (C) There shall be no minimum or maximum height requirement in the CB, HC and M Districts; and
- (D) Height regulations as specified in the Uniform Building Code shall be observed in all Districts.

10-8-2:

MINIMUM AREA & SETBACK REGULATIONS

District	Minimum Lot Area	Minimum Width	Minimum Setback Requirements			
			Lot Front	Lot Rear	Lot (from Lot line/Garage/St.Side) Int. Side	Lot (from Lot line/Garage/St.Side) St.side
A	5A	100'	50'	25'	25/50'	
R/A	1A	80'	50'	25'	20/40'	
RE	½ A	115'	45' min 65' max	25'	20'/35'	25'
R1	10,000 sq. ft.	75'	30'	25'	10/25'	15'
R2	6,000 sq. ft.	60'	30'	25'	*	15'
RM	5,000 sq. ft.	50'	20'	20'	*	15'
RO	5,000 sq. ft.	50'	20'	20'	6/12'	15'
CB	0	0	30'	10'***	10/25'	15'
HC	0	0	30'	0'***	0	0
M	0	0	10'	0	0	0
R1-A	See Title 10, Chapter 9A City Code	See Title 10, Chapter 9A City Code	See Title 10, Chapter 9A City Code	See Title 10, Chapter 9A City Code	See Title 10, Chapter 9A City Code	See Title 10, Chapter 9A City Code
R2-A	See Title 10, Chapter 9B, City Code	See Title 10, Chapter 9B, City Code	See Title 10, Chapter 9B City Code	See Title 10, Chapter 9B City Code	See Title 10, Chapter 9B City Code	See Title 10, Chapter 9B City Code

(Ordinance 613 04/13/21) (Ordinance 625 09/28/21)(Ordinance 628 12/14/21)
 (Ordinance 631 3/08/22)(Ordinance 634 05/10/22)(Ordinance 638 7/26/22) (Ordinance 646 2/23)(Ord. 642)

In all instances, all setbacks are measured from the exterior edge of the foundation of the building.

* 8" for each foot of building height, but not less than 7.5' per side

** but not less than 20' if rear of lot abuts residential zone

In the RO district, minimums are for residential uses; non-residential uses have a minimum 10' rear setback. (Ordinance 609 02/21)

10-8-3: ACCESSORY BUILDING REQUIREMENTS: The following requirements shall apply to all accessory buildings:

- (A) In the A district, detached accessory and farm buildings shall not be placed in the front setback and side and rear setbacks shall be zero (0) feet except when such building is directly opposite an existing residence, then the setback shall be five (5) feet;
- (B) In all residence districts, accessory building side setback shall be the same as in 8.2 except that setback may be reduced to five (5) feet if the accessory building is located more than twelve (12) feet in the rear of the main building. On corner lots, accessory building side setback shall be fifteen (15) feet on the street side; and
- (C) In all residence districts, accessory building rear setback on interior lots shall be zero (0) feet except where an alley is located at the rear of the lot, in which case setback shall be three (3) feet from the rear lot line.

10-8-4: SUPPLEMENTAL AREA/SETBACK REGULATIONS: In addition to the regulations in 8.2, the following provisions shall apply:

- (A) Multi-family dwellings shall be considered as one building for the purpose of determining front, side and rear setbacks. The entire group as a unit shall require one (1) front, one (1) rear and two (2) side setbacks as specified in 10-8-2;
- (B) Open structures such as porches, canopies, balconies, platforms, carports, covered patios, exterior stairways and similar architectural projections shall be considered parts of the buildings to which attached and shall not project into a required set-back area;
- (C) A well shall not be placed in any existing or designated right-of-way; and

Title 10-8-3

(D) Roadside stands shall be located at least fifteen (15) feet from the right-of-way.

10-8-5: SUPPLEMENTAL HEIGHT REGULATIONS: In addition to the regulations in 10-8-1, the following provisions shall be adhered to:

(A) Visibility at intersections--On a corner lot in any district nothing shall be erected, placed, planted or allowed to grow in such a manner as to materially impede vision between a height of two and a half (2 1/2) and ten (10) feet above the center line grades of the intersecting streets in the area bounded by the right-of-way lines of such corner lots and a line joining points along said right-of-way lines forty (40) feet from the point of intersection;

(B) Exceptions to height requirements--Height limitations do not apply to spires, belfries, cupolas, antennas, water tanks, ventilators, chimneys or other appurtenances usually required to be placed above roof level and not intended for human occupancy except when the height of such structure will constitute a hazard to aircraft;

(C) No fence, wall, hedge or other sight-obscuring structure which is more than three (3) feet in height shall be constructed or allowed closer than fifteen (15) feet to the right-of-way line along any public street or road;

RE Zoning District Exemption: Street side setback can be reduced to no less than two (2) feet from the right-of-way on the interior roads within a subdivision. This will only apply to residential lots in the RE Zoning District. Notwithstanding the foregoing exception, all lots must still conform to other applicable requirements, such as the vision triangle. (Ord. 649 7/11/23)

(D) All commercial/manufacturing uses having a common boundary line with a residential use shall have a view-obscuring wall, fence or hedge not less than five (5) feet in height between such uses for the purpose of screening and controlling access, said screen to be installed by the latter developer;

(E) Building height exceptions--Public and public utility buildings, public and private schools and churches may be erected to any height provided the building is set back from required lot lines (8.2) at least one (1) foot for each additional foot of building height above the maximum height permitted in the district in which the building is located; and

(F) Basement houses are prohibited within the City limits.

10-8-6: FRONTAGE REGULATIONS: For the purpose of insuring

Title 10-8-4

orderly development and to provide adequate access for emergency equipment and other services to all buildings, no residential, commercial or industrial building shall be erected or moved onto any lot, tract or parcel of land in any district adopted under the provisions of this Ordinance unless said lot meets minimum lot width requirements and abuts on a right-of-way or a road meeting one of the following criteria:

- (A) Established roads which are designated as receiving Highway Users Tax Monies or City streets which are deeded, dedicated or abandoned to the public for street purposes;
- (B) Roads or streets which are maintained or accepted for maintenance by the County or City;
- (C) Private roads and easements, provided the following are observed:
 - (1) All property owners using the private road or easement must sign a petition approving such use and acknowledging that no City or County services are provided on said private road or easement and that the City or County will not be held liable for any reason concerning said private road or easement;
 - (2) The private road or easement must be no less than thirty (30) feet wide and be recorded on each property owner's deed;
 - (3) Setbacks shall be the same as provided in 10-8-2 and all other regulations of this Ordinance shall apply; and
 - (4) If the private road or easement provides access to any residential building, then the private road or easement may provide access to only one residential building; and
- (D) A private driveway, subject to the following conditions:
 - (1) The principal structure is at least twenty (20) feet from the nearest building on the same or an adjoining lot;
 - (2) The principal structure is accessible to emergency vehicles, and the private driveway is not less than thirty (30) feet in width;
 - (3) Side, front and rear setbacks are at least as great as those required in the district in which the property is located; and

- (4) The structure is located in harmony with the objectives and characteristics of the district in which it is located.
- (5) If the private driveway provides access to any residential building, then the private driveway may provide access to only one residential building.

TITLE 7
BUILDING REGULATIONS

<u>Chapter</u>	<u>Subject</u>
1	<i>Uniform Building Code</i>
2	<i>Abatement of Dangerous Buildings</i>
3	<i>Reserved</i>
4	<i>Uniform Fire Code</i>
5	<i>Uniform Sign Code</i>
6	<i>Electrical Code</i>
7	<i>Plumbing Code</i>
8	<i>Uniform Mechanical Code</i>
9	<i>Americans With Disabilities Act</i>

CHAPTER 1

UNIFORM BUILDING CODE

SECTION:

- 7-1-1: Uniform Building Code Adopted*
- 7-1-2: Amendments to the Uniform Building Code*
- 7-1-3: New Construction Requirements*
- 7-1-4: New Construction - Installation of Sidewalks, Curbs, and Gutters*
- 7-1-5: Certificate of Occupancy*
- 7-1-6: Driveways*
- 7-1-7: Violations and Penalty*

7-1-1: UNIFORM BUILDING CODE ADOPTED:

- (A) Building Code Adopted: The Uniform Building Code, 1991 Edition, published by the International Conference of Building Officials, and such later supplements and additions as may hereafter be published as prepared and published by the International Conference of Building Officials, except such portions as may be deleted, modified or amended by the City Council are hereby adopted as the official Code of the City of Shelley.
- (B) Code on File: Three (3) copies of the Uniform Building Code, 1991 Edition, duly certified by the Clerk, and any such later supplements and editions as may hereafter be published and prepared by the International Conference of Building Officials shall be retained by the City for the use and examination by the public. One (1) copy shall be filed in the office of the City Clerk. Two (2) copies shall be filed in the office of the Division of Planning and Building.

7-1-2: AMENDMENTS TO THE UNIFORM BUILDING CODE: The City Council does hereby reserve the power to amend, modify or delete any of the provisions of such Code or supplements and additions thereto as shall be deemed appropriate by the City Council by duly enacted resolution or ordinance.

Title 7-1-2

- (A) **Building Permit Fees:** Building permit fees shall be established by resolution of the Council and posted by the Clerk's office and may be amended from time to time by resolution of the Council. If no such resolution has been adopted or posted, then the fees provided in the Uniform Building Code, 1991 Edition, or as later supplemented and modified, shall be the schedule of charges for fees to be charged within the City of Shelley.

- (B) The determination of value or valuation under any of the provisions of this Code shall be made by the building officials subject to review on appeal by the City Council.

Where work for such a permit is required by this Code is started or proceeded with prior to obtaining said permit, the fees above-specified shall be doubled, but the payment of such double fee shall not relieve any person from fully complying with the requirements of this Code in the execution of the work nor from any other penalties prescribed herein.

7-1-3: NEW CONSTRUCTION REQUIREMENTS: All new residential construction of residential homes or houses constructed within the City of Shelley or within the city's impact area shall meet or exceed the requirements set forth for manufactured homes at Section 10-17-2; and the same requirements shall apply to previously constructed buildings that are moved into the city or the city's impact area for residential housing purposes. All new construction within the City, residential or otherwise, shall include a water meter coil pit constructed in accordance with the standards adopted from time to time by resolution of the City Council. (Ord. 589 8/17)

7-1-4: NEW CONSTRUCTION - INSTALLATION OF SIDEWALKS, CURBS, AND GUTTERS: All new construction including, but not limited to, residential homes (including manufactured homes), businesses, schools, churches, apartment buildings, within the City of Shelley or within one quarter (1/4) of a mile of the city limits in the city's impact area, at owners expense, shall install all street side improvements, including sidewalks, curbs, and gutters, and said sidewalks shall be a minimum of 5 feet in width and may be required to be wider in areas near shopping centers, schools, or where pedestrian traffic may warrant a greater width and such improvements shall be installed under the supervision of the city engineer to the minimum relevant specifications. However, in areas where the grade for street side improvements has not yet been established or in areas where there is not an abutting sidewalk on either side of the new construction, then the city council may, by majority vote, waive the requirement for the installation of street side improvements

in such areas. At such time as there is a grade established or an abutting sidewalk on either side of the property, the owner shall property then be required to install all street side improvements as identified herein.

7-1-5: CERTIFICATE OF OCCUPANCY: No building or structure shall be used or occupied and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the city building inspector has issued a certificate of occupancy therefore as provided herein.

- (A) Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction. Certificates presuming to give authority to violate or cancel the provisions of this code or other ordinances of the jurisdiction shall not be valid.
- (B) After the building inspector inspects the building or structure and finds no violations of the provisions of this code or other laws which are enforced by the code enforcement agency, the building inspector shall issue a certificate of occupancy which shall contain the following:
 - 1. The building permit number.
 - 2. The address of the building.
 - 3. The name and address of the owner.
 - 4. A description of that portion of the building for which the certificate is issued.
 - 5. A statement that the described portion of the building has been inspected for compliance with the requirements of this code for the group and vision of occupancy and the use for which the proposed occupancy is classified.
 - 6. The name of the building inspector.
- (C) If the building inspector finds that no substantial hazard will result from occupancy of any building or portion thereof before the same is completed and if the applicant or other interested person provides the City of Shelley a performance bond, cash deposit, or other adequate assurance for completion of the remaining items necessary for issuance of a final certificate of occupancy, such bond, deposit, or other assurance being in the amount of one hundred twenty five percent (125%) of the estimated cost of completion, a temporary certificate of occupancy may be issued for the use of a portion or

portions of a building or structure prior to the completion of the entire building or structure. Following completion of the work hereunder, the City shall refund any unused portion of the bond, deposit, or other assurance to the person providing the same.

- (D) The building inspector may, in writing, suspend or revoke a certificate of occupancy issued under the provisions of this code whenever the certificate is issued in error, or on the basis of incorrect information supplied, or when it is determined that the building or structure or portion thereof is in violation of any ordinance or regulation or any of the provisions of this code.

7-1-6: **DRIVEWAYS:** All new construction of single family dwellings within the City of Shelley and within one-quarter (¼) of a mile of the boundaries of the City of Shelley into the impact area shall have a paved driveway from the street to a garage that will also allow two vehicles to park side-by-side off the street and immediately in front of the garage. Said driveway shall be covered with minimum of two (2) inches of compacted asphaltic material or cement or other permanent ground covering as maybe approved by the city council. This Ordinance shall apply to all new single-family residential construction whether for stick built homes or manufactured homes. The driveway must conform to the width of the garage. (Ordinance 625) (Ordinance 635)(Ordinance 645 12/22)

7-1-7: **VIOLATIONS AND PENALTY:** Any person who violates the provisions of this chapter, of Chapter 2 of Title 7 of the City Code, or of the Uniform Building Code as adopted by the City of Shelley shall be guilty of a misdemeanor and shall be punishable by a fine of not to exceed \$300.00 or by imprisonment for a term not exceeding three months or by both such fine and imprisonment. In addition, if the City determines such action is necessary or desirable, the City may discontinue the provision of city services and utilities to any property that is found to be in violation of this chapter or of the Uniform Building Code. In addition, the failure of any applicant for a building permit, certificate of occupancy, or any other official action of the City's Division of Planning and Building (such applicant including both the property owner and contractor as applicable) to comply in all respects with the provisions of this chapter, of Chapter 2 of Title 7 of the City Code, or of the Uniform Building Code as adopted by the City of Shelley, both in relation to the property subject to the application as well as any other properties or projects of the applicant in the city limits, shall be grounds, for denial of the issuance of said building permit, certificate of occupancy, or other official action until the applicant shall be in full compliance with said provisions.

Areas of Heavy Snow

New meter sets in the following communities and surrounding areas shall be protected by the measures set forth in this brochure.

- Bancroft
- Basalt
- Bellevue
- Blackfoot
- Chubbuck
- Firth
- Georgetown
- Grace
- Hailey
- Idaho Falls
- Inkom
- Ketchum
- Lava Hot Springs
- Montpelier
- Lewisville
- McCammon
- Menan
- Parker
- Pocatello
- Raft River
- Rexburg
- Rigby
- Ririe
- Shelley
- St. Anthony
- Shoshone
- Sugar City
- Sun Valley

Counties: • Bannock • Bear Lake • Bingham • Blaine • Bonneville • Caribou • Cassia • Fremont • Jefferson • Lincoln • Madison • Minidoka • Power

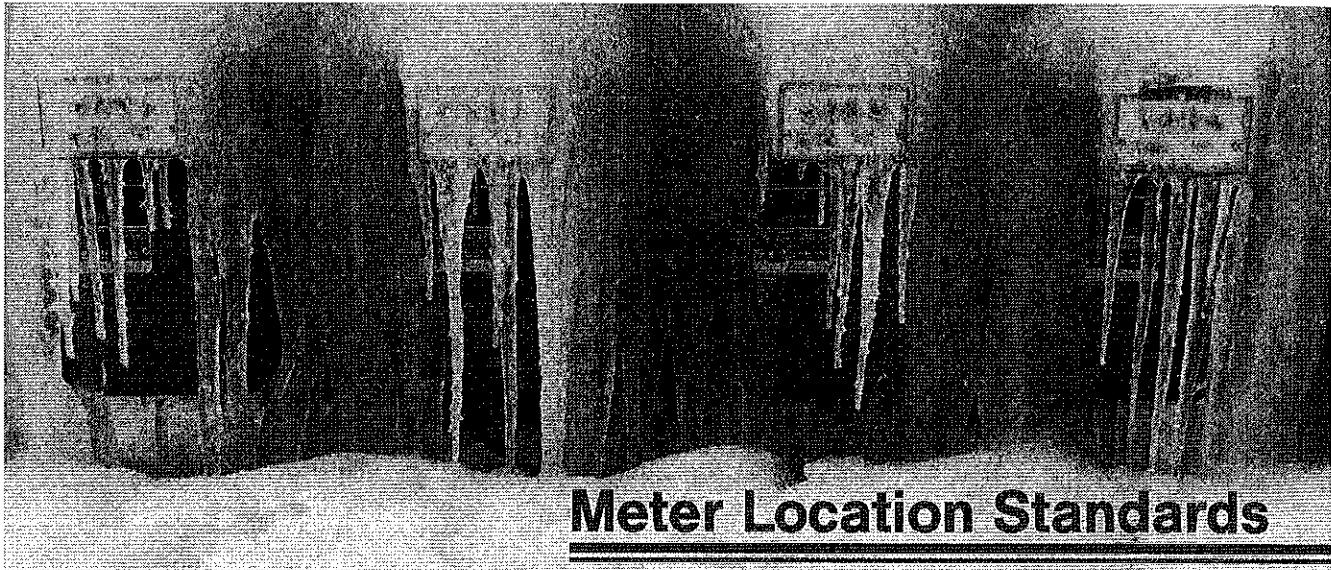
Additional information can be found at www.intgas.com.



04/2022



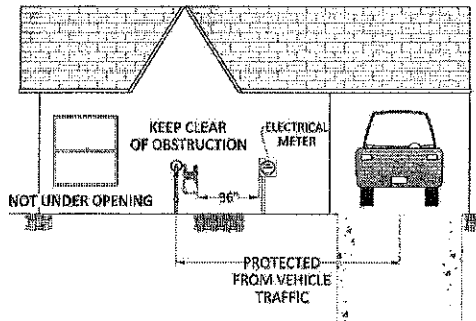
555 S. Cole Road | PO 7608 | Boise, ID 83709



Safety Requires Clear Access to Meters at All Times

Intermountain Gas Company is committed to the safety of our customers. The location of the meter is an important safety issue. This brochure will provide you with standards for citing meter locations for new gas services.

Meter Location Standards



- ① Locate the meter as close to the front of the structure as possible.
- ① The meter should be at least 36" from an electrical meter or a potential source of ignition.
- ① The meter should *not* be located under or in front of windows or other building openings used as emergency fire exits.
- ① Locate the meter where it is safe from potential damage caused by vehicles.
- ① Keep meter clear of obstruction. Intermountain needs access to the meter at all times.

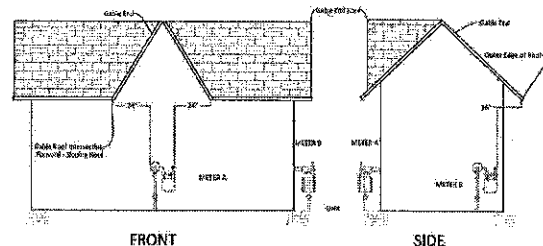
Heavy Snow Areas

Intermountain Gas Company has identified communities within its service territory where average annual snowfall and accumulation require additional protections for its meters (see back panel).

As a builder, HVAC contractor, or property owner in one of these communities or outlying areas, *it is your responsibility to ensure proper protection of the meter when citing a new meter location.*

Meter Protection Standards

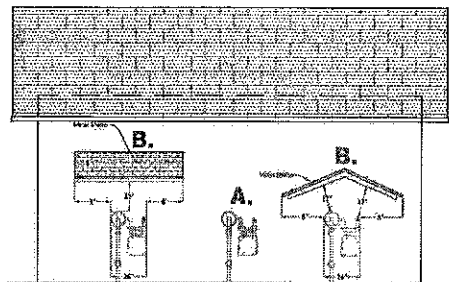
- ① Locate the meter where it is protected from snow or ice falling from the roof.
 - Under a gable end is the ideal location
 - 24" from an intersecting roofline (METER A)
 - 16" from outer edge of roofline (METER B)



Snow Shields

In the event the meter cannot be located under a gabled roofline, additional protection must be provided prior to activation of service.

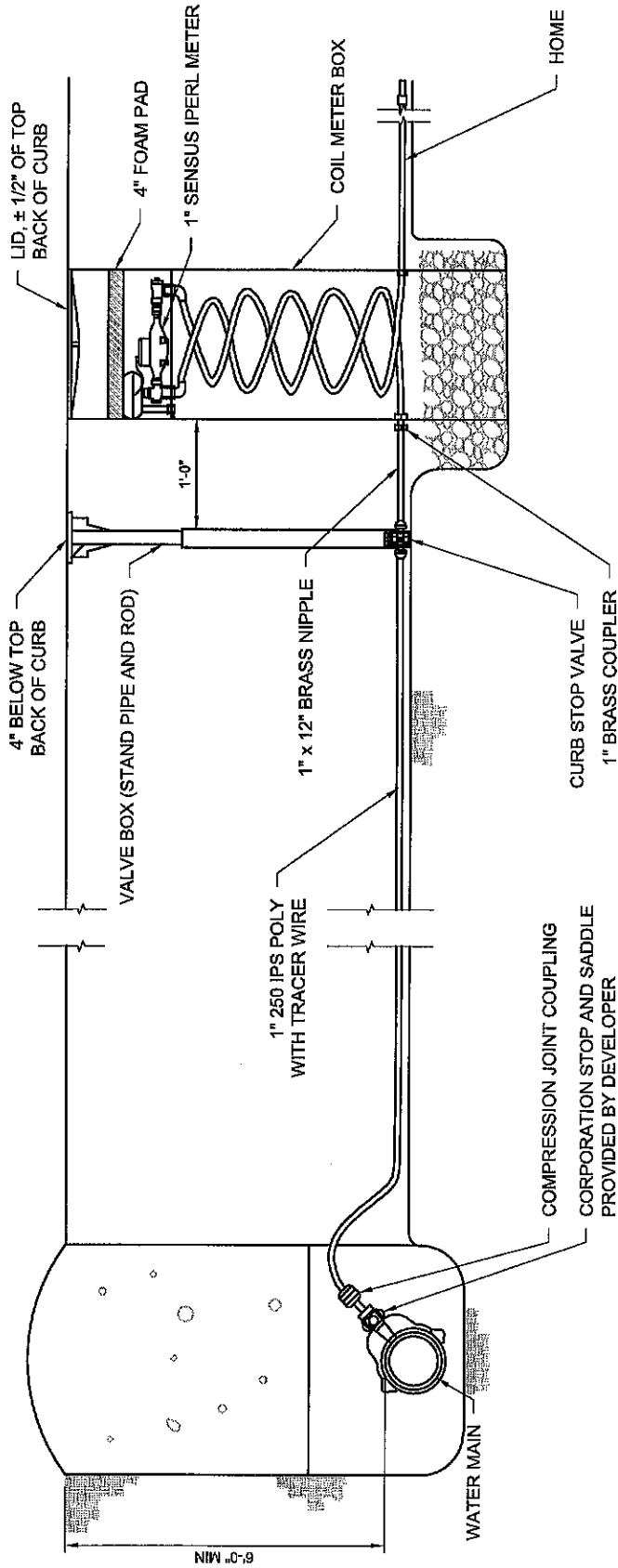
Snow Shield Options



- ① **OPTION 1:** Provide minimum 28" overhang which meets local building codes.
 - A. The roofline extends 28" from the exterior wall.
 - B. Construct a 28" cover into the building envelope.*
- ① **OPTION 2:** Purchase a commercially available snow shield.
 - Must meet design requirements found on the IGC website
 - A list of vendors is available at www.intgas.com/snow
- ① **OPTION 3:** Fabricate an engineer designed snow shield.
 - Must meet design requirements found on the IGC website
 - Design must withstand a significant force from falling ice
 - Professional Engineer stamped design must be provided prior to meter activation.

*Must be incorporated in the permitted design and framework of the structure.

All diagrams and referenced forms are available for download at www.intgas.com/snow.



NOTES

1. METER BOX SHALL BE 60" X 18" SINGLE METER STYLE. INLET SHALL BE LOCK WING ANGLE BALL VALVE (FULL PORT), OUTLET, ASSE OP ENTRY VERTICAL CHECK, BOX SHALL BE SIDE LOCKING.
2. METER SHALL BE SENSUS IPEARL WITH TOUGH READ AND MXU.
3. ALL FITTINGS SHALL BE FORD OR MUELLER COMPRESSION TYPE FITTINGS. ALL 3/4" AND 1" SERVICE CONNECTIONS TO DUCTILE OR CAST IRON SUPPLY MAIN SHALL BE A SERVICE SADDLE WITH A CORP STOP. ALL OTHER SERVICE CONNECTIONS SHALL USE SERVICE SADDLES AS SPECIFIED.
5. 1" POLY PIPE, IPS, SIDR 7, 250 PSI.
6. RUN TRACER WIRE WITH WATER MAIN AND SERVICE LINES.
7. CENTER METER PIE 8' BEHIND TOP BACK OF CURB.

MATERIAL LIST

1. COIL METER PIT
2. WATER METER SENSUS IPEARL 1"
3. 4" FOAM PAD INSULATION
4. METER PIT LID
5. 1"x12" BRASS NIPPLE
6. 1" BRASS COUPLER
7. TRACER WIRE

IF WANTING TO UPSIZE TO A 1 1/2" OR 2" ETC. WATERLINE THE SAME BASIC PRINCIPAL STAYS THE SAME JUST TAKES DIFFERENT SIZE.

SHELLEY WATER METER PACKAGE
SCALE: N.T.S.