



2019 Novel Coronavirus (COVID-19)

ADA COUNTY

Development Services

We would first like to say THANK YOU to all of our customers for your patience during this transition from in person to remote.

We would like to make you aware that while our staff has done an AMAZING job transitioning to working from home, they do have some technical limitations that have resulted in longer than normal processing times.

We ask for your continued patience as they work through a heavier than normal workload in less than ideal conditions.

ADA COUNTY

Development Services

UPDATED TIMELINES

All applications are processed in the order they are received. Applications can be sent to our inbox, mechanical@adacounty.id.gov.

We ask that you not contact us for 1 week after you have sent your e-mail to allow us time to process the large number of e-mailed submittals we have received.

If you have not heard from us after 1 week, please contact us to ensure we have received your submittal.

IT IS VERY IMPORTANT

that you do not send in e-mails that contain zipped files, as those are immediately quarantined by our IT systems.

Our IT system then has to process the zipped file before sending it on to us, which increases your wait time.

Building Permits

Building permits will be available for issuance roughly 4 weeks from the date your e-mail submission has been received.

Mechanical Permits

Mechanical permits are being processed within 24 hours. Please add "Mechanical" to the subject line in your e-mail.

Survey Submittals

Final Plat reviews are processed in the order in which they are received. If your application is for a County project, please include the county project number in your e-mail

Neighborhood Meeting List Requests

These requests will be processed as soon as possible. Please add "Neighborhood Meeting List Request" in the subject line of your email to ensure it gets assigned as soon as possible.

Once created, we will reach out to you for payment, and after payment has been made we can either email you an excel spreadsheet that contains the information, or mail you labels in USPS.

Planning and Zoning Applications

These applications are processed in the order they have been received, however, if your application has a deadline that is about to expire, please do contact us to let us know it has been submitted.

Please keep in mind our wait time in the queue if you know that you have a deadline approaching.

Once the application has been created, it will be received for completeness. After the completeness review has been done and the application is complete, we will reach out to you, via the e-mail that submitted the application, to let you know your application number, payment amount due, and options for payment.

Only after the fees have been paid in full will the application be assigned a planner and begin being processed.

All other submittals will be processed in the order they have been received. Please refrain from calling Permitting Division team members on their direct lines unless you are working with them on a specific submittal.

Our main line, 208-287-7900, is the number to call with general questions and to make payments. The main line is going to take priority over phone calls to our direct lines.

Thank you again for your patience. Please do not hesitate to reach out with any additional questions or concerns.