

## Application Fees

Fees for applications for permits shall be based on the Department's cost to produce the permit and administer the program. Fees for permits are not refundable in the event of denial of the permit or in the event the permittee fails to comply with the permit. Applications shall not be processed until all applicable permit fees are received

### Approaches:

Land Use Category	Permit Application Fee
Residential, < 100 units (includes farm and field approaches)	\$50
Residential, ≥ 100 units	\$100
Retail, < 35,000 sq. ft.	\$50
Retail, ≥ 35,000 sq. ft.	\$100
Office, < 50,000 sq. ft.	\$50
Office, ≥ 50,000 sq. ft.	\$100
Industrial, < 70,000 sq.ft.	\$50
Industrial, ≥ 70,000 sq.ft.	\$100
Lodging, < 100 rooms	\$50
Lodging, ≥ 100 rooms	\$100
School (K-12)	\$100

### Utility & Other Encroachments:

Category	Fee
Encroachments other than approaches.	\$50
<b>Utility Permits:</b>	
Non-interstate: new, modify, relocate with no prior easement rights.	\$50
Interstate	Addressed at the time of application
Interstate and non-interstate: maintenance or emergency repairs with no prior easement rights.	No Charge
Interstate and non-interstate: new, modify, relocate with prior easement rights within an ITD State highway project.	No Charge

## Types of Right-of-Way Encroachment Permits

**Approaches or Public Streets (ITD 2109)** permits encompass connection(s) between an adjacent property and a State Highway. (i.e. driveway, road access, etc.)

**Utilities (ITD 2110)** permits encompass the installation of utility facilities within the State's right-of-way and State Highways.

**Other Encroachment (ITD 2111)** permits encompass all other types of requesting use or access to the State's right-of-way and State Highways. (i.e. signs, banners, special events, etc.)

### Questions?

Permit Coordinator: (208) 239-3300

## ITD District 5 Planning & Development Services

5151 S 5<sup>th</sup> Ave  
Pocatello, ID 83204-2202

Phone: (208) 239-3300  
Fax: (208) 239-3367

Email: [D5EncroachmentPermits@itd.idaho.gov](mailto:D5EncroachmentPermits@itd.idaho.gov)



## Idaho Transportation Department

### District 5 Permits Southeast Idaho

## Access, Utility, Construction & Sign Encroachments

*ITD D5's Planning & Development Services is responsible for ensuring each State highway properly addresses safety & mobility.*

*ITD provides an equitable permit program for improving public facilities needed to serve new growth, development & to protect the public safety of the citizens of the State of Idaho.*



## Additional Requirements

**Traffic Impact Studies (TIS)** Unless the requirement is waived by the District Engineer, a Traffic Impact Study shall also be required when a new or expanded development seeks direct access to a state highway, and at full build out will generate one hundred (100) or more new trips during the peak hour, the new volume of trips will equal or exceed one thousand (1000) vehicles per day, or the new vehicle volume will result from development that equals or exceeds the threshold values in Table 2. If the District Engineer waives the requirement for a Traffic Impact Study, the basis for such waiver shall be justified and documented.

When required, the Traffic Impact Study shall document access needs and impacts and whether any highway modifications are necessary to accommodate the new traffic volumes generated by the development. Such modifications could include, for example, turn lanes, additional through lanes, acceleration or deceleration lanes, medians, traffic signals, removal and/or consolidation of existing approaches, approaches limited to right-in/right-out access only, etc.

LAND USE TYPE	THRESHOLD VALUE
Residential	100 Dwelling Units
Retail	35,000 square feet
Office	50,000 square feet
Industrial	70,000 square feet
Lodging	100 rooms
School (K-12)	All (Sections 67-6508 & 67-6519, Idaho Code)

## Application Checklist

- Completed permit application, as applicable (Use ITD Form Finder to obtain Application (s) located at <https://apps.itd.idaho.gov/Apps/FormFinder2DMZ/>).
- Receipt of payment of applicable application fees.
- Required documentation as required & as outlined in the respective application instructions page(s).
- If applicable: Per IDAPA 39.03.42, a completed Traffic Impact Study (TIS)
- If applicable: civil plans, cross access agreements, or traffic control plans.

## Idaho Public Works License

See the [Licensing & Continuing Education](#) page for information about electrical, HVAC, manufactured housing, plumbing, and public works licensing. You may also contact the Division of Building Safety (DBS) office at 1-800-955-3044 to speak with a specialist in licensing policies and processes.

For further Idaho Public Works Licensure information, please visit <https://dbs.idaho.gov/>



## General Information

*To help preserve the highways as constructed and provide responsible growth where allowed, any individual, business, or other entity planning to add, modify, change use, relocate, maintain, or remove an encroachment on the state highway or use highway right-of-way for any purpose other than normal travel, shall obtain a permit to use state highway right-of-way. Encroachment permits approved by the Department are required for private and public approaches (driveways and streets), utilities and other miscellaneous encroachments.*

**Work Prior to Approval.** No activities shall be allowed on State highway rights-of-way until an approved permit has been issued by the Department or a delegated local highway agency. In an emergency, that effects highway operations and motorist safety, approval may be given by the Department or a delegated highway agency in advance of processing the permit.

**Applications are voided** if an application is submitted and the permitting process is not completed within one (1) year because of inactivity on the applicant's part.

**Denial of Application.** Applications for encroachments not allowed shall be verbally denied. If the applicant insists on proceeding with the application, the non-refundable fee shall be accepted, and a permit denial issued by certified letter. Upon receipt of the denial letter, the applicant can appeal the Department's action.