

Need more help?

Visit our websites to access services and answers to your questions.

dopl.idaho.gov

For permit and inspection questions, as well as for assistance with online services

(208)334-3233

customer-service@dopl.idaho.gov

Mailing Address

P.O. Box 83720
Boise, ID 83720-0063



Purchasing Trade Permits and Requesting Inspections

Brad Little
Governor

Russ Barron
Administrator

Purchase your Permit online at dopl.idaho.gov by selecting the “Purchase an Electrical, HVAC or Plumbing Permit” button.

Schedule an Inspection online at dopl.idaho.gov selecting the “Request an Electrical, HVAC or Plumbing Inspection” button

Or

by Phone by calling

(208)332-4700

Schedule | Cancel | Reschedule | Check Results

To Purchase a Permit

Go to dopl.idaho.gov

- Click "**Purchase an Electrical, HVAC or Plumbing Permit.**"
- Click on **Purchase your permit on-line [here](#).**
- Click the "**Get Started**" button.
- Enter the job address in "**Find address or place**" box (*upper right*) and search.
- Click the circle icon on the property.
- Click the **appropriate permit type** in the list on the right. You will be directed to the appropriate website to purchase the permit needed.
- If directed to the DOPL eTRAKiT Permitting page click "Apply/New Permit".

Public (Homeowners Only)

- If you already have an account with us, log in with your username and password.
- If you are a new customer, click "**Click Here**" to register.

Contractor

- Enter your license number in the Username field. **Examples: PLB-C-00001 (include dashes) or 001234*
- Enter your password.
**If this is your first time logging in, please call (208) 334-3950 for a one-time use password.*
- Click "**View/Edit**" profile to update and review User Profile (address, phone, email, etc.)
- On the left-hand side of the screen click "**Apply**" to start the purchase process.

Purchasing Your Permit

Step 1 - Address Verification

- Select type of permit
**Contractors: Your permit type/subtype will be pre-selected for you.*
**Public: "Homeowner" is pre-selected.*
- Enter all required site address information.
- Click "**Next Step**"

Step 2 - Permit Information

- Enter description of work, directions to location, and relation to permit.
- Click "**Next Step**"

Step 3 - Contact Information

- Verify contact information. Add or edit information if desired.
- Click "**Next Step**"

Step 4 - Fee Selection

- Select fees and, if necessary, quantities.
- You can hover over the help tips for more information regarding the fees.
- Click "**Next Step**"

Step 5 - Review and Submit

- Review permit and contact information. Edit if required.
- Click "**Next Step**"

Step 6 - Payment

- Choose payment method and click "**Pay Now**" to complete your purchase.
- Click "**Pay Now**"
- Once payment is processed, choose "**Request Inspection**" and/or "**Print Permit**"

Inspection Requests

- Either Schedule Online at dopl.idaho.gov or call (208) 332-4700
- Once you are logged in to your account, go to the dashboard on the left of your screen.
- Under **Inspections** click "**Schedule.**"
- Under **My Active Permits**, click "**Request**" for the permit you would like to schedule inspection on.
**Hint: By hovering your pointer over the address, the full address will be shown.*
- Ensure information shown is accurate.
- Add notes if necessary.
**Examples: "Lock box code is 1234" or "Key is under welcome mat"*
- Use the drop-down list to choose the "**Inspection Type.**"
- Use the next drop-down list to choose the "**Inspection Date.**"
- Verify information entered and click "**Submit.**"
- On the following disclaimer, click "**Accept**" to complete your request and schedule the inspection.
- You will receive an email confirming your inspection sent to the email on the permit application.