



**CITY OF KOOTENAI**  
**OFFICIAL FEE SCHEDULE – EXHIBIT A**  
**ADOPTED BY CITY COUNCIL, RESOLUTION # 86, 6/2/2020**

<b>LAND USE APPLICATION FEES (PL)</b>			
<b>Fee Code</b>	<b>Type of application</b>	<b>Initial Fee</b>	<b>Plus (+)</b>
<b>PL1</b>	Administrative applications, including: zoning permits; administrative exceptions; development agreements not related to subdivisions; written compliance reviews; written code review or interpretation	\$100.00	+ Actual costs, as identified in Note 3 below, after initial fee is expended
<b>PL2</b>	Annexation/de-annexation, including agreements and zoning map changes	\$2,000.00	+ Actual costs, as identified in Note 3 below, after initial fee is expended
<b>PL3</b>	Appeal of administrative decision	\$100.00	+ Actual costs, as identified in Note 3 below, after initial fee is expended
<b>PL4</b>	Comprehensive plan amendment	\$500.00	+ Actual costs, as identified in Note 3 below, after initial fee is expended
<b>PL5</b>	Request by applicant to reschedule hearing	Actual cost of professional services, legal notices, and materials	
<b>PL6</b>	Pre-application/pre-construction meeting with staff	\$100.00	+ Actual costs, as identified in Note 3 below, after initial fee is expended
<b>PL7</b>	Special use permit application	\$500.00	+ Actual costs, as identified in Note 3 below, after initial fee is expended
<b>PL8</b>	Variance application	\$500.00	+ Actual costs, as identified in Note 3 below, after initial fee is expended
<b>PL9</b>	Zone change application	\$1,000.00	+ Actual costs, as identified in Note 3 below, after initial fee is expended
<b>PL10</b>	Modification of terms of approved special use permit or variance	Actual cost of professional services, legal notices, and materials	
<b>PL11</b>	Application to amend city code	\$500.00	+ Actual costs, as identified in Note 3 below, after initial fee is expended
<b>PL12</b>	Investigatory fees for violation of land use codes	Actual cost of professional services, materials, mileage, and legal notices	
<b>PL 13</b>	Development and building agreements not associated with subdivision applications	\$600.00	+ Actual costs, as identified in Note 3 below, after initial fee is expended

**ENGINEERING – LAND USE APPLICATIONS AND SERVICES (EL)**

Fee Code	Type of application	Initial Fee	Plus (+)
EL1	Encroachment permit – new culverts, inspection and engineering review	\$50.00	+ \$500.00 deposit toward actual costs; funds not expended will be refunded
EL2	Encroachment permit – existing (permitted) culvert inspection and engineering review	\$185.00	+ Actual costs, as identified in Note 3, after initial fee is expended
EL3	Encroachment permit – Utility and street excavations	\$400.00	+ Actual costs, as identified in Note 3, after initial fee is expended + surety as set forth by KCC Title 6, Chapter 2
EL4	Infrastructure plan review/inspections	Actual cost of professional services	
EL5	Professional engineer review, including code interpretation, code enforcement	Actual cost of professional services	
EL6	Public infrastructure construction oversight and inspection	\$500.00	+ Actual costs, as identified in Note 3 below, after initial fee is expended

**BUILDING PERMIT FEES (BP)**

Fee Code	Type of application	Fee	Plus (+)
BP1	Accessory structure, storage shed larger than 200 square feet, including temporary and permanent.	Value based on Exhibit C Fee based on Exhibit B*	+ 65% of permit fee for plan review
BP2	Building permit plan review, applications, and site inspections	Value based on Exhibit C Fee based on Exhibit B*	+ 65% of permit fee for plan review
BP3	Alterations, repairs, remodels, change of use	Value based on qualified applicant estimate, confirmed by building official. Fee based on Exhibit B*	+ 65% of permit fee for plan review
BP4	Site plan and standards review by planning and zoning administrator, for all permits		Actual cost of professional services
BP5	Cell tower	Value based on qualified applicant estimate, confirmed by building official. Fee based on Exhibit B*	+ Actual cost for engineering review; + 65% of permit fee for plan review
BP6	Commercial coach setting permit	\$350.00*	
BP7	Deck	Valuation calculated at \$15.00/sq. ft., applied to Exhibit B	+ 65% of permit fee for plan review
BP8	Demolition permit	\$100.00	
BP9	Manufactured home setting permit	\$250.00*	+Cost of snow roof based on Exhibits B & C, if proposed
BP10	Modular home setting permit	\$600.00*	
BP11	Retaining walls greater than 4' high, measured from bottom of footing to top of wall	Fee based on qualified estimate. Fee based on Exhibit B	+ 65% of permit fee for plan review
BP12	Modification of existing sign, excluding changeable copy	\$50.00	+ Permit fees based on value & Exhibit B
BP13	Sign permits	\$150.00*	+ Permit fees based on value & Exhibit B
BP14	Temporary certificate of occupancy, residential	\$100.00 each occurrence	
BP15	Temporary certificate of occupancy, commercial, industrial, public	\$250.00	+ Surety at \$500.00 each item, \$1000.00 minimum
*	A non-refundable initial fee to be credited toward final cost of permit is due upon application, as follows: <u>Residential additions, accessory structures, remodels: \$150.00; Residences (site built or manufactured): \$200.00; Commercial/Industrial: \$250.00; Signs: \$150.00.</u>		

<b>SUBDIVISION, PLAT, PROPERTY ADJUSTMENT (SUB)</b>			
<b>Fee Code</b>	<b>Type of application</b>	<b>Initial Fee</b>	<b>Plus (+)</b>
<b>SUB1</b>	Pre-application/pre-construction meeting and additional meetings for same project	\$200.00	+ Actual costs, as identified in Note 3 below, after initial fee is expended
<b>SUB2</b>	Preliminary plat application, minor subdivision	\$500.00	+ Actual costs, as identified in Note 3 below, after initial fee is expended
<b>SUB3</b>	Preliminary plat application, regular subdivision, up to 50 lots, and concurrent stormwater plan review	\$1,000.00	+ Actual costs, as identified in Note 3 below, after initial fee is expended
<b>SUB4</b>	Preliminary plat application, regular subdivision, greater than 50 lots, and concurrent stormwater plan review	\$2,500.00	+ Actual costs, as identified in Note 3 below, after initial fee is expended
<b>SUB5</b>	Subdivision construction plan review	\$500.00 for each phase	+ Actual costs, as identified in Note 3 below, after initial fee is expended
<b>SUB6</b>	Construction oversight/inspections, up to 25 lots	\$750.00 for each phase	+ Actual costs, as identified in Note 3 below, after initial fee is expended
<b>SUB7</b>	Construction oversight/inspections, greater than 25 lots	\$1,000.00 for each phase	+ Actual costs, as identified in Note 3 below, after initial fee is expended
<b>SUB8</b>	Traffic analysis review/mitigation analysis	Actual cost of professional services	
<b>SUB9</b>	Final plat draft and mylar review, up to 10 lots	\$500.00	+ Actual costs, as identified in Note 3 below, after initial fee is expended
<b>SUB10</b>	Final plat draft and mylar review, greater than 10 lots	\$750.00	+ Actual costs, as identified in Note 3 below, after initial fee is expended
<b>SUB11</b>	Development agreement	\$500.00	+ Actual costs, as identified in Note 3 below, after initial fee is expended
<b>SUB12</b>	Surety agreement	Actual cost of professional services to review	
<b>SUB13</b>	Property line adjustment, replat application	\$500.00	+ Actual costs, as identified in Note 3 below, after initial fee is expended + Applicable final plat fees
<b>SUB14</b>	Modification of preliminary or final plat terms and conditions	\$200.00	+ Actual costs, as identified in Note 3 below, after initial fee is expended
<b>SUB15</b>	Condominium plat application	\$500.00	+ Actual costs, as identified in Note 3 below, after initial fee is expended
<b>SUB16</b>	Time extension request	\$250.00	+ Actual costs, as identified in Note 3 below, after initial fee is expended
<b>SUB17</b>	Vacation application	\$500.00	+ Actual costs, as identified in Note 3 below, after initial fee is expended

<b>GRADING, EROSION CONTROL, STORMWATER &amp; SITE PLAN REVIEW (SP)</b>			
<b>Fee Code</b>	<b>Type of application</b>	<b>Initial Fee</b>	<b>Plus (+)</b>
SP1	Site plan review	\$200.00	+ Actual costs, as identified in Note 3 below, after initial fee is expended
SP2	Minor and major stormwater management plans – <u>Non-refundable. To be collected at time of application.</u>	\$100.00	+ Actual costs, as identified in Note 3 below, after initial fee is expended
SP3	Site plan inspection	Actual cost of professional services	
SP4	Infrastructure plan review/inspections	Actual cost of professional services	
SP5	Additional stormwater/erosion control or grading reviews and inspections	Actual cost of professional services	
SP6	Additional site inspections	Actual cost of professional services	+ Mileage at current IRS rate

<b>ADMINISTRATIVE &amp; MISCELLANEOUS FEES (M)</b>			
<b>Fee Code</b>	<b>Type of application</b>	<b>Initial Fee</b>	<b>Plus (+)</b>
M1	Alcohol, beer, or wine license application/transfer	\$25.00	
M2	Alcohol, beer, off-premise	\$50.00	
M3	Alcohol, beer, on-premise	\$200.00	
M4	Alcohol, catering permit	\$25.00	
M5	Alcohol, liquor license	\$225.00	
M6	Alcohol, wine, on- and off-premise	\$100.00	
M7	Animal impoundment	\$25.00	+ Daily shelter costs and costs of shelter requirements (e.g., spay/neuter)
M8	Business license, home occupation business license	\$50.00 for initial license and annual renewals. \$25.00 for renewals filed by December 31 <sup>st</sup> or within 30 days of opening a new business	
M9	CD/DVD of public meeting recordings	\$5.00 each	
M10	Check return fee	\$35.00	
M11	City hall rental	Up to 4 hours = \$50.00; More than 4 hours = \$100.00; Non-profit commercial use (charging for event or donations) = \$50.00/day; Non-profit (free/open to public) = No charge. \$50.00 cleaning deposit for all uses	
M12	Comprehensive plan book	\$25.00 each	
M13	Dog license, annual (January through December)	\$10.00 for spayed/neutered; \$35.00 non-spayed/neutered	
M14	Kennel business license	\$250.00 initial fee; annual business license thereafter	
M15	Park rental fee	Same as city hall rental, except for \$75.00 deposit; includes non-profits	
M16	Public records request – copies	0.10 each after 100 copies, per subject requests; city clerk hourly rate for requests requiring more than 2 (two) hours	

**NOTE:**

1. The City of Kootenai has the right to bill periodically for costs incurred once the initial fee has been expended. The City may suspend action on applications if payment is delinquent.
2. All fees are non-refundable.
3. Fees cover costs including legal advertising, professional services, materials, clerical costs, mileage, and other similar expenditures to process an application, request, or action.

**EXHIBIT B - CITY OF KOOTENAI OFFICIAL FEE SCHEDULE**

<b>TABLE 1-A - BUILDING PERMIT FEES</b>	
<b>Total Valuation</b>	<b>Fee</b>
\$1 to \$500	= \$23.50
\$501 to \$2,000	= \$23.50 for the first \$500 plus \$3.05 for each additional \$100, or fraction thereof, to and including \$2,000
\$2,001 to \$25,000	= \$69.25 for the first \$2,000 plus \$14 for each additional \$1,000, or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	= \$391.75 for the first \$25,000 plus \$10.10 for each additional \$1,000, or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	= \$643.75 for the first \$50,000 plus \$7 for each additional \$1,000, or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	= \$993.75 for the first \$100,000 plus \$5.60 for each additional \$1,000, or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	= \$3,233.75 for the first \$500,000 plus \$4.75 for each additional \$1,000, or fraction thereof, to and including \$1,000,000
\$1,000,001 to \$5,000,000	= \$5,608.75 for the first \$1,000,000 plus \$3.65 for each additional \$1,000, or fraction thereof, to and including \$5,000,000
\$5,000,001 to \$10,000,000	= \$20,208.75 for the first \$5,000,000 plus \$2.75 for each additional \$1,000, or fraction thereof, to and including \$10,000,000
\$10,000,001 and up	= \$33,958.75 for the first \$10,000,000 plus \$2 for each additional \$1,000, or fraction thereof

**EXHIBIT C - CITY OF KOOTENAI  
OFFICIAL FEE SCHEDULE**

Building Valuation Data Table - August 2010

**Square Foot Construction Costs** <sup>a, b, c, d</sup>

<b>Group (2009 International Building Code)</b>	<b>IA</b>	<b>IB</b>	<b>IIA</b>	<b>IIB</b>	<b>IIIA</b>	<b>IIIB</b>	<b>IV</b>	<b>VA</b>	<b>VB</b>
A-1 Assembly, theaters, with stage	209.03	201.94	196.75	188.15	176.47	171.57	181.48	161.35	154.50
A-1 Assembly, theaters, without stage	191.23	184.13	178.94	170.34	158.71	153.81	163.67	143.59	136.74
A-2 Assembly, nightclubs	160.09	155.52	151.22	145.17	136.30	132.65	139.79	123.65	119.04
A-2 Assembly, restaurants, bars, banquet halls	159.09	154.52	149.22	144.17	134.30	131.65	138.79	121.65	118.04
A-3 Assembly, churches	193.14	186.04	180.85	172.26	160.58	155.68	165.58	145.46	138.61
A-3 Assembly, general, community halls, libraries, museums	162.16	155.07	148.87	141.28	128.60	124.70	134.60	113.47	107.62
A-4 Assembly, arenas	190.23	183.13	176.94	169.34	156.71	152.81	162.67	141.59	135.74
B Business	161.58	155.71	150.53	143.16	129.88	125.17	137.22	114.17	108.80
E Educational	175.15	169.10	163.94	156.43	144.88	137.56	151.05	126.61	121.84
F-1 Factory and industrial, moderate hazard	96.91	92.37	86.79	83.63	74.69	71.55	80.00	61.55	57.91
F-2 Factory and industrial, low hazard	95.91	91.37	86.79	82.63	74.69	70.55	79.00	61.55	56.91
H-1 High Hazard, explosives	90.85	86.31	81.73	77.57	69.81	65.67	73.94	56.67	N.P.
H234 High Hazard	90.85	86.31	81.73	77.57	69.81	65.67	73.94	56.67	52.03
H-5 HPM	161.58	155.71	150.53	143.16	129.88	125.17	137.22	114.17	108.80
I-1 Institutional, supervised environment	162.37	156.65	152.01	145.43	133.42	129.91	141.65	119.85	115.15
I-2 Institutional, hospitals	271.73	265.86	260.68	253.31	239.20	N.P.	247.37	223.49	N.P.
I-2 Institutional, nursing homes	189.29	183.43	178.25	170.87	157.89	N.P.	164.93	142.19	N.P.
I-3 Institutional, restrained	184.09	178.22	173.04	165.67	153.62	147.91	159.73	137.92	130.54
I-4 Institutional, day care facilities	162.37	156.65	152.01	145.43	133.42	129.91	141.65	119.85	115.15
M Mercantile	119.23	114.67	109.36	104.31	95.08	92.44	98.94	82.44	78.82
R-1 Residential, hotels	163.76	158.05	153.40	146.82	134.98	131.47	143.21	121.40	116.71
R-2 Residential, multiple family	137.01	131.30	126.66	120.08	108.90	105.39	117.13	95.33	90.63
R-3 Residential, one- and two-family	128.70	125.13	122.06	118.84	114.47	111.50	116.87	107.27	100.95
R-4 Residential, care/assisted living facilities	162.37	156.65	152.01	145.43	133.42	129.91	141.65	119.85	115.15
S-1 Storage, moderate hazard	89.85	85.31	79.73	76.57	67.81	64.67	72.94	54.67	51.03
S-2 Storage, low hazard	88.85	84.31	79.73	75.57	67.81	63.67	71.94	54.67	50.03
U Utility, miscellaneous	70.31	66.34	62.07	58.69	52.32	48.93	55.76	40.58	38.66

- a. Private Garages use Utility, miscellaneous
- b. Unfinished basements (all use group) = \$15.00 per sq. ft.
- c. For shell only buildings deduct 20 percent
- d. N.P. = not permitted

**EXHIBIT C-1 - CITY OF KOOTENAI OFFICIAL FEE SCHEDULE**  
**COLUMN DEFINITIONS FOR EXHIBIT C**  
**Construction Types - Definitions**

**TYPE I-A**--Fire Resistive Non-combustible (Commonly found in high-rise buildings and Group I occupancies).

3 Hr. Exterior Walls\*  
3 Hr. Structural Frame  
2 Hr. Floor/Ceiling Assembly  
1 ½ Hr. Roof Protection

**TYPE I-B**--Fire Resistive Non-Combustible (Commonly found in mid-rise office & Group R buildings).

2 Hr. Exterior Walls\*  
2 Hr. Structural Frame  
2 Hr. Ceiling/Floor Separation  
1 Hr. Ceiling/Roof Assembly

**TYPE II-A**--Protected Non-Combustible (Commonly found in newer school buildings).

1 Hr. Exterior Walls  
1 Hr. Structural Frame  
1 Hr. Floor/Ceiling/Roof Protection

**TYPE II-B**--Unprotected Non-Combustible (Most common type of non-combustible construction used in commercial buildings).

Building constructed of non-combustible materials but these materials have no fire resistance.

**TYPE III-A**--Protected Combustible (Also known as "ordinary" construction with brick or block walls and a wooden roof or floor assembly which is 1 hour fire protected).

2 Hr. Exterior Walls\*  
1 Hr. Structural Frame  
1 Hr. Floor/Ceiling/Roof Protection

**TYPE III-B**--Unprotected Combustible (Also known as "ordinary" construction; has brick or block walls with a wooden roof or floor assembly which is not protected against fire. These buildings are frequently found in "warehouse" districts of older cities.)

2 Hr. Exterior Walls\*  
No fire resistance for structural frame, floors, ceilings, or roofs.

**TYPE IV**--Heavy Timber (also known as "mill" construction; to qualify all wooden members must have a minimum nominal dimension of 8 inches.)

2 Hr. Exterior Walls\*  
1 Hr. Structural Frame or Heavy Timber  
Heavy Timber Floor/Ceiling/Roof Assemblies

**TYPE V-A**--Protected Wood Frame (Commonly used in the construction of newer apartment buildings; there is no exposed wood visible.)

1 Hr. Exterior Walls  
1 Hr. Structural Frame  
1 Hr. Floor/Ceiling/Roof

**TYPE V-B**--Unprotected Wood Frame (Examples of Type V-N construction are single family homes and garages. They often have exposed wood so there is no fire resistance.)

- Note exceptions in the building code for fire resistance ratings of exterior walls and opening protection.

RESOLUTION NO. 86

**A RESOLUTION OF THE CITY OF KOOTENAI, BONNER COUNTY, IDAHO  
ADOPTING OFFICIAL FEE SCHEDULE  
AND RESCINDING 2018 OFFICIAL FEE SCHEDULE**

WHEREAS, the City of Kootenai has the authority to collect fees for those services provided by the City that would otherwise be funded by property tax revenue, pursuant to Idaho Code §63-1311, provided such fees are reasonably related to, but do not exceed, the actual cost of services rendered; and

WHEREAS, the City of Kootenai has an adopted official fee schedule for costs related to services for land use applications, site plan review, utility applications, engineering services, building permit applications, and miscellaneous administrative fees and fees for clerical services; and

WHEREAS, the City has reviewed the fees it charges for these applications and services that would otherwise be paid for using property taxes, and desires to adjust those fees, in keeping with the requirements of Idaho Code §63-1311; and

WHEREAS, the City is adjusting the official fee schedule to collect a non-refundable initial fee from building permit applicants to be credited toward final costs to cover a portion of the actual costs incurred by the City during application review; and

WHEREAS, the adjustment is not a fee increase but would allow the City to cover some of the permit review costs if an application is withdrawn prior to issuance; and


WHEREAS, Kootenai City Council conducted a duly advertised public hearing, in accord with Idaho Code §63-1311A, on the **2<sup>nd</sup> day of June 2020**; and

WHEREAS, the City Council deems the fee adjustments to be in compliance with Idaho Code §63-1311 and in the best interest of the City of Kootenai and the citizens.

NOW THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of Kootenai that the fee schedule and exhibits attached hereto and titled “Exhibit A - City of Kootenai Official Fee Schedule,” “Exhibit B – City of Kootenai Official Fee Schedule, Table 1-A – Building Permit Fees,” “Exhibit C - City of Kootenai Official Fee Schedule, Building Valuation Data Table – August 2010,” and “Exhibit C-1 – City of Kootenai Official Fee Schedule, Column Definitions for Exhibit C,” are hereby adopted and declared effective upon adoption, and further be it resolved that Resolution #78, the 2018 Kootenai Fee Schedule, is hereby rescinded.

PASSED by the City Council and Approved by the Mayor on the 2<sup>nd</sup> day of June 2020.

  
Nancy Lewis, Mayor of Kootenai

ATTEST:   
Ronda L. Whittaker, City Clerk