

**CITY OF KOOTENAI**  
**County of Bonner**  
**CHANGE OF USE PERMIT APPLICATION PROCEDURES**

**A non-refundable initial fee to be credited toward final cost of permit is due upon application, as follows: Commercial/Industrial: \$250.00**

**STEP #1 PLANNING AND ZONING REQUIREMENTS:**

Compliance with (a) Zoning (b) Subdivision (c) Stormwater

\_\_\_\_\_ Pursuant to §2-5 Kootenai Zoning Code, **An approved site plan** is required. A building permit shall not be issued until a site plan is approved by the City Engineer (§2-5B KZC).

\_\_\_\_\_ Recorded copy of the warranty deed showing legal property owner.

\_\_\_\_\_ Complete the plot plan as directed on the form provided.

\_\_\_\_\_ Show driveway and culverts on Plot Plan. An Encroachment/Culvert Permit application and fees may be required.

\_\_\_\_\_ A stormwater plan or erosion control plan shall be prepared by the applicant or qualified engineer. (See attached stormwater/erosion control application for details – Ord. 165 §5.01).

\_\_\_\_\_ Utility Encroachment Permits are required for digging on any city right-of-way. Permit applications shall be obtained from the City Clerk.

**STEP #2 BEFORE THE APPLICATION IS ACCEPTED, THE FOLLOWING APPROVALS MUST BE OBTAINED:**

\_\_\_\_\_ **Kootenai-Ponderay Sewer District** approval signature on application: 511 Whiskey Jack Rd, Ponder Point, 208-263-0229.

\_\_\_\_\_ **Northside Fire District** approval signature on application and/or letter of use approval, if applicable, 208-265-4114.

\_\_\_\_\_ **Panhandle Health District** approval letter, where applicable (see city for regulations).

\_\_\_\_\_ Other approvals as required by the city:  ITD  EPA  DEQ  Other \_\_\_\_\_

\_\_\_\_\_ Signature by the applicant (cannot be accepted without reading & accepting terms of the permitting process).

**STEP #3 BUILDING AND SAFETY REQUIREMENTS PER CITY ORDINANCE 202:**

\_\_\_\_\_ **THREE (3) complete sets for Commercial projects (1) 11x 17 and 2) full size sets) and stamped by an Idaho Licensed Architect or Engineer.**

All plans must be drawn to scale showing the following information:

\_\_\_\_\_ Elevations of all sides of the structure.

\_\_\_\_\_ Floor plans of all floor levels, showing location of smoke detectors, size and location of windows and doors.

\_\_\_\_\_ Footing and Foundation details (**show sizes and rebar schedules**).

\_\_\_\_\_ Complete framing details showing all structural components (**header and beam sizes, window schedules & insulation R-Values are required on all plans**).

\_\_\_\_\_ Typical cross-section of the structure showing elevations of the interior.

\_\_\_\_\_ Roof details/truss specifications (**indicate size, spacing, and direction of rafters or provide engineered or manufactured truss specifications**).

\_\_\_\_\_ Dimensions must be clearly indicated on the plans.

\_\_\_\_\_ REMODEL/ALTERATIONS AND REPAIR PROJECTS must complete the project valuation sheet.

**NOTE:** One set of the approved plans shall **REMAIN ON THE JOB SITE AT ALL TIMES.**

**STEP #4 STATE REQUIREMENTS:**

**State electrical, mechanical and plumbing permits** are required. For more information, contact the Idaho Division of Occupational and Professional Licenses, 800-955-3044.

An energizing permit allowing connection of electricity to the building will *be provided by City Clerk.*

**Return completed application and required approvals and information to the City Clerk of Kootenai**

**ACCEPTANCE OF FEES DOES NOT CONSTITUTE APPROVAL OF A PERMIT BY THE CITY.**  
**ALL APPLICABLE APPLICATION COMPONENTS ARE REQUIRED IN ORDER FOR THE CITY TO ACCEPT THE APPLICANT'S PERMIT.**  
**PERMITTING APPROVAL TIMES WILL VARY WITH THE CITY DEPENDING UPON THE REQUESTS.**

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