

**CITY OF KOOTENAI**  
**County of Bonner**  
**COMMERCIAL/INDUSTRIAL/MULTI-FAMILY BUILDING 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**

**Northside Fire District Impact Fee - \$0.39 per square foot (Collected at the time the application is submitted) Ord. 234**

**Minor and major stormwater management plans - \$100.00 Non-refundable. To be collected at time of application.**

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

\* All building permits for Commercial or Industrial or Multi-family may be subject to site plan approval by the city engineer, pursuant to KZC §5-2B.

- \_\_\_ Approved site plan, Ord. 201, §2-5 Kootenai Zoning Code.
- \_\_\_ Copy of recorded deed showing legal property owner.
- \_\_\_ Complete the plot plan as directed on the form provided.
- \_\_\_ Stormwater management plan, pursuant to Ord. 165 (see attached application).
- \_\_\_ Approved driveway culvert permit, if applicable (Ord. 165 §8.03E).
- \_\_\_ Completed building permit application, and appropriate signatures by applicant.
- \_\_\_ Completed site plan, where not required by Ord. 201 §5-2B

Include at minimum the following:

- |   |  |                         |
|---|--|-------------------------|
| *Setbacks of building to property line          | *Impervious surface coverage (sq.ft.)                      | *Landscaping            |
| * Maximum building heights                      | *Lot frontage  | *Refuse/recycling areas |
| *Driveway/approach                              | *Parking layout  | *Utility easements      |
| *Location of utilities, hook-ups, if applicable | *Outside, screened storage or bulk storage, if applicable. |                         |

⊕ In addition to the above, specific design standards for users identified within Ord. 201 §19-3 may apply. Applicants should seek opinions from the city on whether the use proposed meets this section. Additional requirements may be applicable.

⊕ Any excavation of streets may require permitting by the city. Applicants should provide necessary information to the city in order to conclude whether additional permitting is required.

**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  Army Corps of Engineers  Avista
- \_\_\_  City of Sandpoint  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 of construction plans are required for COMMERCIAL projects. 1) 11x 17 and 2) full size sets. 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.
  - \_\_\_ Plans for **Commercial, Industrial, Public, Commercial Pole Buildings** must be stamped by an Idaho Licensed Architect or Engineer.
- \_\_\_ REMODEL/ALTERATIONS AND REPAIR PROJECTS must complete the project valuation sheet.

Your application will be reviewed for **compliance** with **Local, State, and Federal Codes**. Corrections may need to be completed prior to final approval.

**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.**

**CITY OF KOOTENAI (208) 265-2431**

**JAMES A. SEWELL & ASSOCIATES, LLC**

**(208) 263-4160**

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1319 North Division Ave., Sandpoint, ID 83864