

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 KCC 8-4-1 Code, An **approved site plan** is required. A building permit shall not be issued until a site plan is approved by the City Engineer.
- _____ 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 – KCC 7-2-6).
- _____ 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 KCC Title 7, Chapter 1.

- _____ **TWO (2) 11 x 17** complete sets for Commercial projects. Stamped by an Idaho Licensed Architect or Engineer. Full size sets may be required if 11x17 aren't legible.

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, (208) 332-4700
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
204 Spokane Street, Kootenai, ID 83840

JAMES A. SEWELL & ASSOCIATES, LLC (208) 263-4160
1319 North Division Ave., Sandpoint, ID 83864