

CITY OF KOOTENAI

County of Bonner

RESIDENTIAL BUILDING PERMIT APPLICATION PROCEDURES

A non-refundable initial fee to be credited toward final cost of permit is due upon application, as follows:

Residential additions, accessory structures, remodels: \$150.00;

Residences (site built or manufactured); \$200.00

Northside Fire District Impact Fee, new residential \$785.00 per unit (Collected at the time the application is submitted)

KCC Title 7, Chapter 3

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

STEP #1 PLANNING AND ZONING REQUIREMENTS:

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

____ Recorded copy of the warranty deed showing legal property owner.

____ Complete the plot plan as directed on the form provided. Show all setbacks from structure to property lines & easements. (A survey may be required to verify setbacks).

____ 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 of construction plans are required for Residential projects. 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.

____ Plans for Residential Pole Buildings shall be stamped by an Idaho Licensed Architect or Engineer (Section 106 of 2018 International Residential Code).

____ 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