

CITY OF KOOTENAI
County of Bonner
SIGN PERMIT APPLICATION PROCEDURES

A non-refundable initial fee to be credited toward final cost of permit is due upon application, as follows: Signs: \$150.00.

STEP #1

PLANNING AND ZONING REQUIREMENTS:

1. Recorded copy of your warranty deed or lease agreement, showing your name and legal description.
2. Compliance with (a) Zoning (b) Subdivision (c) Stormwater
3. 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).
4. Commercial and Industrial projects must have site plan approval.
5. Provide sign details, per KCC Title 8, Chapter 15. Include dimensions, height, lighting, etc.

STEP #2

BUILDING AND SAFETY REQUIREMENTS:

1. Make sure all non-shaded areas on the application are complete.
2. Provide clear directions to the building site.
3. After reading the notice at the bottom of the page, please print your name legibly, and sign your name and date the application.
4. **TWO (2) 11X17** complete sets of construction plans are required for your project. All plans must be drawn to scale showing the following information: **Full size sets may be required if 11x17 aren't legible.**
 - Elevations of all sides of the structure.
 - Footing and Foundation details (**show sizes and rebar schedules**).
 - Complete framing details showing all structural components.
 - Dimensions must be clearly indicated on the plans.
 - **NOTE:** One set of the approved plans will be stamped by our department, and **MUST remain on the job site at all times.**
5. An Energizing Permit allowing connection of electricity to the building will be issued after a completed building permit is filed with the city.
6. **Return completed application and required approvals and information to the City of Kootenai. City approval must be obtained for all sign permits.**

******INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED******

STEP #3

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.

Phone (208) 265-2431
Phone (208) 263-4160

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