



BUILDING PERMIT APPLICATION

KOOTENAI COUNTY COMMUNITY DEVELOPMENT
451 Government Way, Coeur d'Alene, ID 83814 (208) 446-1070

AGENCY USE ONLY

PERMIT #: _____
SDP #: _____
ELECTRONIC SUBMITTAL: YES: _____ NO: _____

PLEASE **COMPLETE ALL** APPLICABLE FIELDS

DESIGNATED CONTACT PERSON

NAME: _____
PHONE: _____ CELL: _____
EMAIL: _____

PARCEL INFORMATION

PARCEL #: _____ SERIAL/AIN #: _____

PROPERTY OWNER

NAME: _____
MAILING ADDRESS: _____
CONTACT INFORMATION: _____
PHONE: _____ EMAIL: _____

DESIGN TEAM INFORMATION

ARCHITECT: _____ PHONE: _____ EMAIL: _____
DESIGNER: _____ PHONE: _____ EMAIL: _____
ENGINEER: _____ PHONE: _____ EMAIL: _____
CONTRACTOR: _____ PHONE: _____ EMAIL: _____
MAILING ADDRESS: _____
CONTRACTOR'S REGISTRATION #: _____

JOB ADDRESS: _____

REQUIRED PROJECT INFORMATION

RESIDENTIAL

NEW: _____ ALTERATION: _____ POLE STRUCTURE: _____ VALUATION: _____
HABITABLE SQ FT: _____ GARAGE/SHOP SQ FT: _____ DECK SQ FT: _____ COVERED PATIO/PORCH SQ FT: _____
IF **NEW DWELLING**, NUMBER OF BEDROOMS ON PLAN: _____
IF **ALTERATION** TO EXISTING DWELLING, # OF EXISTING BEDROOMS: _____ TOTAL # OF BEDROOMS AFTER CONSTRUCTION: _____

COMMERCIAL

(IDAHO LICENSED ARCHITECT WILL BE REQUIRED)

NEW: _____ ALTERATION: _____ POLE STRUCTURE: _____ VALUATION: _____
OCCUPANCY CLASSIFICATION 1) _____ CONSTRUCTION TYPE: _____ AREA: _____
OCCUPANCY CLASSIFICATION 2) _____ CONSTRUCTION TYPE: _____ AREA: _____
OCCUPANCY CLASSIFICATION 3) _____ CONSTRUCTION TYPE: _____ AREA: _____

SITE INFORMATION

SNOW ZONE: A: _____ B: _____ C: _____ D: _____ **ENERGY:** NATURAL GAS: _____ PROPANE: _____ ELECTRIC: _____
DOES THE SITE SLOPE EXCEED 33%? YES: _____ NO: _____ NUMBER OF EXISTING BUILDINGS ON SITE: _____
ARE THERE ANY CODE VIOLATIONS ON THIS PARCEL? YES: _____ NO: _____ CV#: _____

DEVELOPMENT INFORMATION

IS PARCEL LOCATED IN THE SPECIAL FLOOD HAZARD AREA? YES: _____ NO: _____
IF YES, WILL FILL BE USED TO ELEVATE THE PROPOSED STRUCTURE? YES: _____ NO: _____ IF YES, HOW MUCH? _____ CUBIC YARDS
IS THE SITE WITHIN 500 FT OF SURFACE WATER? YES: _____ NO: _____ DOES THE SLOPE EXCEED 10%? YES: _____ NO: _____
WILL THE PROPOSED SITE DISTURBANCE AFFECT MORE THAN 1/3 OF THE PARCEL? YES: _____ NO: _____
DESCRIBE THE PROPOSED SCOPE OF WORK: _____

PLAN REQUIREMENT CHECKLIST

SELECTION OF ALL RELEVANT PORTIONS IN THIS CHECKLIST ARE REQUIRED

THE FOLLOWING CHECKLIST CONTAINS THE MOST COMMON MINIMUM REQUIREMENTS FOR CONSTRUCTION PLANS FOR A NEW BUILDING. DEPENDING ON MORE SPECIFIC INDIVIDUAL DESIGN OPTIONS, ADDITIONAL REQUIREMENTS MAY BE NECESSARY. RELEVANT PORTIONS OF THIS LIST ALSO APPLY TO SMALLER CONSTRUCTION PROJECTS SUCH AS DECKS, ADDITIONS, ETC. **PLEASE CHECK ALL ITEMS THAT ARE INCLUDED IN YOUR SUBMITTAL PACKAGE**

1. ELEVATIONS:

- _____ PROVIDE AN ELEVATION VIEW OF ALL SIDES OF THE STRUCTURE WHERE THERE IS PROPOSED WORK
- _____ ACCURATELY INDICATE THE ADJACENT GRADE AND SLOPE WITHIN 20' IN ALL DIRECTIONS FROM THE STRUCTURE

2. FOUNDATION PLAN AND DETAILS (INCLUDE COMPLETE DIMENSIONS):

- _____ ALL FOOTING, STEM WALL, PIER SIZES AND RETAINING WALLS
- _____ SIZE AND PLACEMENT OF ALL REINFORCEMENT
- _____ DEPTH OF FOOTINGS BELOW GRADE FOR FROST BURIAL
- _____ TYPE AND LOCATION OF ALL ANCHORAGE HARDWARE. INCLUDE THE **SPECIFIC** TYPE OF HOLD DOWNS
- _____ METHOD AND AMOUNT OF CRAWL SPACE VENTILATION OR CONDITIONING
- _____ CRAWL SPACE ACCESS LOCATION AND OPENING SIZE
- _____ POST LAYOUT (DECKS, POLE STRUCTURES, ETC.)
- _____ POST HOLE SIZE (INCLUDING PUNCH PAD IF APPLICABLE)

3. FLOOR PLANS FOR EACH LEVEL WHICH INDICATE (INCLUDE COMPLETE DIMENSIONS):

- _____ THE INTENDED USE OF EACH ROOM INCLUDING BONUS ROOMS
- _____ ALL WINDOWS AND DOOR SIZES AND TYPE. INDICATE ALL REQUIRED EMERGENCY EGRESS OPENINGS
- _____ THE LOCATIONS OF ALL FIRE PROTECTION ELEMENTS, SMOKE DETECTORS AND CARBON MONOXIDE DETECTORS
- _____ REQUIRED SAFETY GLAZING AT ALL HAZARDOUS LOCATIONS IN ACCORDANCE WITH R308.4
- _____ LOCATION, TYPE AND FUEL SOURCE OF ALL FUEL BURNING APPLIANCES
- _____ THE LOCATION AND TYPE OF VEHICLE IMPACT PROTECTION DEVICES (SUCH AS BOLLARDS)
- _____ THE LOCATION AND CFM OF ALL REQUIRED MECHANICAL VENTILATION
- _____ ALL REQUIRED FIRE SEPARATION DETAILED ON THE PLAN

4. BUILDING CROSS SECTIONS AS NECESSARY WHICH CLEARLY SHOW ALL LEVELS OF THE STRUCTURE (INCLUDE COMPLETE DIMENSIONS):

- _____ IDENTIFY ALL CONSTRUCTION MATERIALS INCLUDING INSULATION
- _____ WALL FRAMING COMPONENTS
- _____ COMPLETE STAIR, HANDRAIL AND GUARD DETAILS
- _____ CLEARANCE FROM GRADE OR SLAB TO FRAMING AND SIDING

5. FLOOR FRAMING PLAN FOR EACH FLOOR AND DECK (INCLUDE COMPLETE DIMENSIONS):

- _____ FLOOR JOIST SIZE, SPACING, SPECIES, GRADE, OR MANUFACTURER AND SERIES IF ENGINEERED WOOD
- _____ ALL BEAM SIZES ON THE PLAN (INCLUDE DESIGN CALCULATIONS IF MORE THAN 6')
- _____ LAYOUT OF SUBMITTED FLOOR TRUSSES MUST MATCH PLAN LAYOUT
- _____ DECK FRAMING, STAIR, GUARD, HANDRAIL DETAILS AND SPECIFIC HARDWARE REQUIREMENTS
- _____ METHODS OF SUPPORT AND ALL CONNECTING HARDWARE
- _____ DECK LEDGER ATTACHMENT AND FLASHING DETAIL
- _____ DECK LATERAL RESTRAINT DETAIL
- _____ SLAB REQUIREMENTS

6. ROOF FRAMING PLAN (INCLUDE COMPLETE DIMENSIONS):

- RAFTER SIZE, SPACING, SPECIES, GRADE, OR MANUFACTURER AND SERIES IF ENGINEERED WOOD
- TRUSS LAYOUT DIAGRAM AND SPECIFICATION DETAILS FOR EACH TRUSS (MUST BE CONSISTENT WITH SNOW LOAD CATEGORY)
- ALL BEAM SIZES ON THE PLAN. PROVIDE DESIGN CALCULATIONS FOR ANY BEAM EXCEEDING 6' IN LENGTH
- ALL OPENING HEADER SIZES AND MATERIAL. PROVIDE DESIGN CALCULATIONS FOR ANY HEADER EXCEEDING 6' IN LENGTH
- LAYOUT OF SUBMITTED ROOF TRUSSES MUST MATCH PLAN LAYOUT
- COMPLETE DETAILS OF OVER-FRAMING SUPPORT AND CONNECTIONS
- METHODS OF SUPPORT AND ALL CONNECTING HARDWARE
- ALL METHODS OF UPLIFT RESTRAINT INDICATE **SPECIFIC** HARDWARE TO BE USED

7. BUILDING BRACING PLAN, PRESCRIPTIVE (INCLUDE COMPLETE DIMENSIONS):

METHODS AND LOCATIONS OF ALL WALL BRACING, INCLUDING REQUIRED INTERIOR WALLS:

- CONTINUOUSLY SHEATHED METHOD, LOCATIONS, PERCENTAGES OF COUNTABLE PANELS, DETAIL
- INTERMITTENT BRACED WALL PANELS, LOCATION, LENGTHS, TYPE, DETAIL
- ALTERNATE PANEL, LOCATIONS, LENGTHS, DETAIL
- WORKSHEET FOR WIND ADJUSTMENT FACTORS

ALL HOLD DOWN AND OTHER HARDWARE LOCATIONS. INDICATE THE SPECIFIC HARDWARE TO BE USED.

- TO FOUNDATION
- TO FLOOR BELOW
- TO HEADER
- BRACING OF TRUSSES TO WALL

8. ENERGY CODE COMPLIANCE (CHECK ONE):

RESIDENTIAL:

- DEMONSTRATE COMPLETE PRESCRIPTIVE COMPLIANCE FROM IECC R402.1.2 CLIMATE ZONE 5 VALUES,
- OR** RESCHECK ENERGY COMPLIANCE CERTIFICATE (NOTE: RESCHECK MUST MATCH THE VALUES ON THE PLAN.)
- DUCT AND AIR HANDLER LOCATION NOTED (IF LOCATED IN UNCONDITIONED SPACE, DUCT LEAKAGE TESTING IS REQUIRED)

COMMERCIAL:

- COMCHECK ENERGY COMPLIANCE CERTIFICATES (NOTE: COMCHECK MUST MATCH THE VALUES ON THE PLAN)

9. HVAC REQUIREMENTS-RESIDENTIAL:

- HVAC REVIEW FORM
- MANUAL J CALCULATIONS
- MANUAL D CALCULATIONS AND DUCT LAYOUT SCHEMATIC DRAWING
- MANUFACTURER'S PERFORMANCE DATA SHEETS

10. ENVELOPE AIR SEAL METHOD (CHECK ONE):

- BLOWER DOOR TEST
- INSPECTION PER IRC TABLE 1102.4.2

DUCT LEAKAGE TEST (IF DUCTS ARE LOCATED IN UNCONDITIONED SPACE):

- AT FINAL INSPECTION

11. COMMERCIAL (IDAHO LICENSED ARCHITECT IS REQUIRED)

- CODE ANALYSIS (HEIGHT, AREA, TYPE OF CONSTRUCTION, OCCUPANCY CLASSIFICATION, TYPE OF SPRINKLERS IF PROVIDED, SEPARATED/NON-SEPARATED USE)
- EXITING PLAN
- FIRE RESISTIVE CONSTRUCTION DETAILS
- ACCESSIBILITY PLAN AND DETAILS
- MECHANICAL PLAN

CONDITIONS

1. THIS APPLICATION IS NOT AUTHORIZATION FOR ANY WORK TO COMMENCE.
2. THIS APPLICATION SHALL BE DEEMED AS BEING CANCELLED IF NOT ISSUED WITHIN 180 DAYS AFTER THE DATE OF FILING, UNLESS SUCH APPLICATION HAS BEEN PURSUED IN GOOD FAITH.
3. ANY PERMIT WHICH MAY BE ISSUED AS A RESULT OF APPROVAL OF THIS APPLICATION SHALL BECOME INVALID IF THE AUTHORIZED WORK IS NOT COMMENCED WITHIN 180 DAYS FROM THE DATE OF ISSUANCE, OR, IF THE AUTHORIZED WORK IS ABANDONED OR SUSPENDED FOR A PERIOD OF 180 DAYS.
4. IF AUTHORIZED BY A PERMIT, THE PROPOSED WORK MUST COMPLY WITH ALL ADOPTED CODES, ORDINANCES, STATUTES, AND POLICIES OF KOOTENAI COUNTY AND ANY OTHER AUTHORITY HAVING JURISDICTION.
5. INSPECTIONS MUST BE REQUESTED AND APPROVED PRIOR TO CONTINUING TO ANY SUBSEQUENT PHASE OF CONSTRUCTION.
6. ALL PERMITS FOR STRUCTURES OR MODIFICATIONS TO STRUCTURES THAT WILL BE OCCUPIED ARE REQUIRED TO RECEIVE A CERTIFICATE OF OCCUPANCY.
7. PER IDAHO STATUTE, KOOTENAI COUNTY ONE CALL MUST BE CALLED (811) AT LEAST 2 WORKING DAYS PRIOR TO ANY EXCAVATION.

OWNER / BUILDER DECLARATION

I HEREBY AFFIRM UNDER PENALTY OF PERJURY THAT I AM EXEMPT FROM THE IDAHO CONTRACTOR REGISTRATION ACT FOR THE REASONS INDICATED BELOW BY THE CHECKMARK(S) I HAVE PLACED NEXT TO THE APPLICABLE ITEM(S) (SECTION 54-5205 (2)(k)(1)): ANY CITY OR COUNTY THAT REQUIRES A PERMIT TO CONSTRUCT, ALTER, IMPROVE, DEMOLISH, OR REPAIR ANY STRUCTURE, PRIOR TO ITS ISSUANCE, ALSO REQUIRES THE APPLICANT FOR THE PERMIT TO FILE A SIGNED STATEMENT THAT HE OR SHE IS REGISTERED PURSUANT TO THE PROVISIONS OF THE IDAHO CONTRACTOR REGISTRATION ACT SECTION 54-5204 OR THAT HE OR SHE IS EXEMPT FROM REGISTRATION AND THE BASIS FOR THE ALLEGED EXEMPTION. ANY VIOLATION BY ANY APPLICANT FOR A PERMIT SUBJECTS THE APPLICANT TO A CIVIL PENALTY OF NOT MORE THAN ONE THOUSAND DOLLARS (SECTION 54-5217):

I, AS OWNER OF THE PROPERTY, OR MY EMPLOYEES WITH WAGES AS THEIR SOLE COMPENSATION, WILL DO ALL OF PORTIONS OF THE WORK, AND THE STRUCTURE IS NOT INTENDED OR OFFERED FOR SALE (SECTION 54-5205 (l)): THE IDAHO CONTRACTOR REGISTRATION ACT DOES NOT APPLY TO AN OWNER OF PROPERTY WHO, THROUGH EMPLOYEES' OR PERSONAL EFFORT, BUILDS OR IMPROVES THE PROPERTY, PROVIDED THAT THE IMPROVEMENTS ARE NOT INTENDED OR OFFERED FOR SALE. IF, HOWEVER, THE BUILDING OR IMPROVEMENT IS SOLD WITHIN 12 MONTHS OF COMPLETION, THE OWNER-BUILDER WILL HAVE THE BURDEN OF PROVING THAT IT WAS NOT BUILT OR IMPROVED FOR THE PURPOSE OF SALE.)

I, AS OWNER OF THE PROPERTY, AM EXCLUSIVELY CONTRACTING WITH REGISTERED CONTRACTORS TO CONSTRUCT THE PROJECT (SECTION 54-5205 (k)): THE IDAHO CONTRACTOR REGISTRATION ACT DOES NOT APPLY TO AN OWNER OF PROPERTY WHO BUILDS OR IMPROVES THEREON, AND WHO CONTRACTS FOR THE PROJECTS WITH A REGISTERED CONTRACTOR PURSUANT TO THE IDAHO CONTRACTOR REGISTRATION ACT.

I AM EXEMPT FROM REGISTRATION UNDER THE IDAHO CONTRACTOR REGISTRATION ACT FOR THE FOLLOWING REASON (SECTION 54-5205): _____

BY MY SIGNATURE BELOW I ACKNOWLEDGE THAT, EXCEPT FOR MY PERSONAL RESIDENCE IN WHICH I MUST HAVE RESIDED FOR AT LEAST ONE YEAR PRIOR TO COMPLETION OF THE IMPROVEMENTS COVERED BY THIS PERMIT, I CANNOT LEGALLY SELL A STRUCTURE THAT I HAVE BUILT AS AN OWNER-BUILDER IF IT HAS NOT BEEN CONSTRUCTED IN ITS ENTIRETY BY REGISTERED CONTRACTORS.

DECLARATION BY CONSTRUCTION PERMIT APPLICANT

BY MY SIGNATURE BELOW, I CERTIFY TO EACH OF THE FOLLOWING:

I AM AN IDAHO REGISTERED CONTRACTOR OR THE PROPERTY OWNER OR AUTHORIZED TO ACT ON BEHALF OF THE PROPERTY OWNER, CONTRACTOR OR APPLICANT.

- * I HAVE READ THIS CONSTRUCTION PERMIT APPLICATION AND THE INFORMATION I HAVE PROVIDED IS CORRECT.
- * I AGREE TO COMPLY WITH ALL APPLICABLE COUNTY ORDINANCES AND STATE LAWS RELATING TO BUILDING CONSTRUCTION.
- * I AUTHORIZE REPRESENTATIVES OF THIS COUNTY TO ENTER THE ABOVE-IDENTIFIED PROPERTY FOR INSPECTION.

OWNER, CONTRACTOR OR AUTHORIZED AGENT SIGNATURE

DATE

(PRINT NAME)