

CITY OF SANDPOINT
REQUIREMENTS FOR OBTAINING A BUILDING PERMIT
CALL BEFORE YOU DIG - 1-800-626-4950

***** ALLOW 7 TO 10 DAYS FOR THE PERMIT PROCESS *****
NO WORK WILL COMMENCE WITHOUT A PERMIT

24 HOUR NOTICE FOR ALL INSPECTIONS

A \$30.00 Re-Inspection Fee will be assessed for each re-inspection required. Re-inspections are required when the Building Official arrives at the job site, at your request, and the work to be inspected is not ready for inspection or was not corrected per the applicable IRC (International Residential Code) or IBC (International Building Code). To avoid the Re-Inspection Fee, it is the Contractor's responsibility to notify the Building Department at (208) 263-3407 at least two hours prior to the scheduled inspection time to cancel or reschedule the inspection.

If any work on the project is begun prior to application for a building permit and authorization to begin work by the Building Department, an investigation fee will be added to the cost of the building permit fee. The investigation fee will be equal to the amount of the building permit fee required by this code.

RI05.3.2 Time limitation of application. An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

CITY BUILDING PERMITS APPLICATIONS

1. Identify and describe the work to be covered by the permit for which application is made.
2. Describe the land on which the proposed work is to be done by legal description, street address or similar description that will readily identify and locate the proposed building or work site.
3. Indicate the use or occupancy for which the proposed work is intended.
4. Application must be accompanied by **ONE COMPLETE SET OF PLANS DRAWN TO 1/4" SCALE AND A PDF FILE** (plans will not be returned) indicating the following:
 - a. Plot or Site Plan with lot size, all existing structures on property, distances to property lines, new building height, as well as driveway, sidewalk, curb cut locations and erosion control plan..

- b. Floor Plan that shows dimensions and total square footage of the structure including the size and dimensions's of all headers. Window and door sizes and types shall be clearly shown, as well as their respective U-Values. In addition, R-Values shall be indicated for all insulation, as well as provisions for air sealing control.
- c. Heating system type, size and location. If natural gas or LP, provide piping, venting and ducting details.
- d. Footing and foundation plans.
- e. Ventilation size, type and location. Size, type, and location of fresh air vents.
- f. Typical wall cross-section.
- g. Framing Plans for roof and floor including shear wall locations.
- h. An engineered design may be required for any residential building if the structure is beyond standard light frame construction under the IRC.
- i. **Commercial Building** - plans must be stamped by an Idaho licensed engineer or architect.
- j. Parking Plan to be in accordance with city ordinances.
- k. A separate permit is required for gas installations. But plans submitted for building permit shall show all gas appliances and vents and combustion air openings.
- l. Energy code requirements:
 - Rescheck – Residential
 - Comcheck – Commercial
- M. Stormwater Permit and Erosion Control
- N. HVAC – Manual J Design

NEW CONSTRUCTION FEES:

PERMITS VALUED AT \$25,000 OR HIGHER WILL TRIGGER THE STREETSCAPE ORDINANCE AND SEWER LATERAL IMPROVEMENT PROGRAM

Building Permit Plan Check Fee: (65% of Building Permit fee) paid in full at time of permit submittal.

Building Permit Fees: paid in full at time of permit approval/issuance. (No credit given for Plan Check Fee)

Residential – Per current Building Valuation Data Sheet
 Modular/Manufactured Homes - \$20.00 single, \$40.00 Double, \$60.00 Triple (Res.27-91)
 Commercial - per building valuation sheet or Bid cost which ever is more.

Development Fees: See Resolution 11-55 (attached) effective 12-29-2011 for fee schedule

Water Fees:

Water New User Fees - \$3389.27 (3/4") single family (per meter size factor)
Water Hookup/Meter - \$800.00 (3/4")
deposit towards cost

Sewer Fees:

Sewer/ER - \$4413.42 Single Family (Hookups completed by private contractors)

Commercial Water/Sewer Fees - to be determined by Public Works Department

BEFORE WATER SERVICE IS GRANTED an account with the Utilities department shall be opened. The City will install a water meter (as required for all new construction).(2-17-87)

MISCELLANEOUS INFORMATION:

The City is currently operating under the following:

1. 2015 International Building Code
2. 2012 International Residential Code
3. 2012 International Mechanical Code
4. 2012 International Fuel Gas Code
5. 2015 International Energy Conservation Code
6. 2012 NFPA Mechanical & Gas Piping (propane)

City of Sandpoint Sign Code

City Planning & Zoning Ordinances

Solid Fuel (wood stove) Heating Code - Appliance Permit \$22.00

Gas Code Permit Fees: 2002 Fee Schedule

Plumbing and electrical permits and inspections are handled by state officials as follows:

State Plumbing Inspector: 208 699 5443

State Electrical Inspector: 208 304 4485

Lead – the US EPA requires that renovation, repair and painting projects that disturb lead-based paint in pre-1978 homes, childcare facilities and schools must be performed by an EPA Certified Renovator working for an EPA Certified Firm and specific work practices must be implemented to prevent lead contamination. More information is available at 1-1800-424-LEAD (5323) or <http://www2.epa.gov/lead>.

BUILDING PERMIT APPLICATION

CITY OF SANDPOINT, IDAHO

Applicant to complete numbered spaces only.

JOB ADDRESS
OWNER

JOB ADDRESS					
LEGAL DESCR. 1	LOT NO.	BLOCK	SIZE	TRACT	<input type="checkbox"/> SEE ATTACHED SHEET
OWNER 2	MAIL ADDRESS		ZIP	PHONE	
CONTRACTOR 3	MAIL ADDRESS		PHONE	LICENSE NO.	
ARCHITECT OR DESIGNER 4	MAIL ADDRESS		PHONE	LICENSE NO.	
ENGINEER 5	MAIL ADDRESS		PHONE	LICENSE NO.	
LENDER 6	MAIL ADDRESS		BRANCH		
USE OF BUILDING 7	MAIL ADDRESS				
8	Class of Work: <input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION <input type="checkbox"/> REPAIR <input type="checkbox"/> MOVE <input type="checkbox"/> REMOVE				
9	Describe work:				
10	Change of use from				
	Change of use to				

11 Valuation of work: \$

SPECIAL CONDITIONS:

APPLICATION ACCEPTED BY:	PLANS CHECKED BY:	APPROVED FOR ISSUANCE BY:
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PLAN CHECK FEE		PERMIT FEE	
TYPE OF CONST.	OCCUPANCY GROUP	DIVISION	
SIZE OF BLDG. (TOTAL) SQ. FT.	NO. OF STORIES	MAX. OCC. LOAD	
FIRE ZONE	USE ZONE	FIRE SPRINKLERS REQD. () YES () NO	
NO. OF DWELLING UNITS	OFFSTREET PARKING SPACES:		
	COVERED	UNCOVERED	
SPECIAL APPROVALS	REQUIRED	RECEIVED	NOT REQUIRED
ZONING			
FIRE DEPT.			
OTHER (specify)			

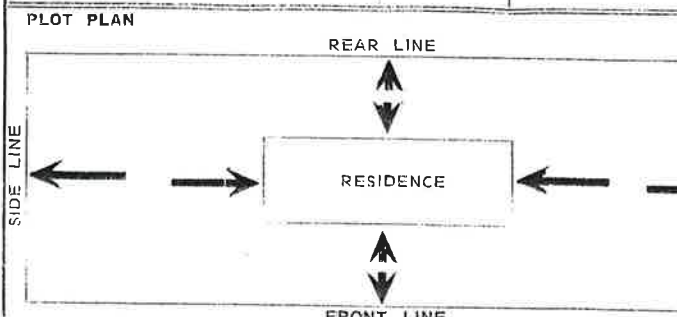
NOTICE

SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, HEATING, VENTILATING OR AIR CONDITIONING. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 60 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 120 DAYS AT ANY TIME AFTER WORK IS COMMENCED.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local laws regulating construction or the performance of construction.

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT (DATE)

SIGNATURE OF OWNER (IF OWNER BUILDER) (DATE)



WHEN PROPERLY VALIDATED (IN THIS SPACE) THIS IS YOUR PERMIT

PLAN CHECK VALIDATION	CHECK	M. O.	CASH	PERMIT VALIDATION	CHECK	M. O.	CASH
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PERMIT FEES - PER Resolution 02-44

[Handwritten scribbles and signatures]

0 - 500	23.50	31,001 - 32,000	462.45
501 - 600	26.55	32,001 - 33,000	472.55
601 - 700	29.60	33,001 - 34,000	482.65
701 - 800	32.65	34,001 - 35,000	492.75
801 - 900	35.70	35,001 - 36,000	502.85
901 - 1,000	38.75	36,001 - 37,000	512.95
1,001 - 1,100	41.80	37,001 - 38,000	523.05
1,101 - 1,200	44.85	38,001 - 39,000	533.15
1,201 - 1,300	47.90	39,001 - 40,000	543.25
1,301 - 1,400	50.95	40,001 - 41,000	553.35
1,401 - 1,500	54.00	41,001 - 42,000	563.45
1,501 - 1,600	57.05	42,001 - 43,000	573.55
1,601 - 1,700	60.10	43,001 - 44,000	583.65
1,701 - 1,800	63.15	44,001 - 45,000	593.75
1,801 - 1,900	66.20	45,001 - 46,000	603.85
1,901 - 2,000	69.25	46,001 - 47,000	613.95
2,001 - 3,000	83.25	47,001 - 48,000	624.05
3,001 - 4,000	97.25	48,001 - 49,000	634.15
4,001 - 5,000	111.25	49,001 - 50,000	644.25
5,001 - 6,000	125.25		
6,001 - 7,000	139.25	<u>\$50,001 to \$100,000</u>	
7,001 - 8,000	153.25	\$643.75 for first \$50,000 + \$7 per \$1000	
8,001 - 9,000	167.25		
9,001 - 10,000	181.25	<u>\$100,001 to \$500,000</u>	
10,001 - 11,000	195.25	\$993.75 for first \$100,000 + \$5.60 per \$1000	
11,001 - 12,000	209.25		
12,001 - 13,000	223.25	<u>\$500,001 to \$1,000,000</u>	
13,001 - 14,000	237.25	\$3,233.75 for first \$500,000 + \$4.75 per \$1000	
14,001 - 15,000	251.25		
15,001 - 16,000	265.25	<u>\$1,000,001 and up</u>	
16,001 - 17,000	279.25	\$5,608.75 for first \$1,000,000 + \$3.65 per \$1000	
17,001 - 18,000	293.25		
18,001 - 19,000	307.25		
19,001 - 20,000	321.25	Plan Check	
20,001 - 21,000	335.25	65% of Building Permit Fee	
21,001 - 22,000	349.25		
22,001 - 23,000	363.25		
23,001 - 24,000	377.25		
24,001 - 25,000	391.25		
25,001 - 26,000	401.85		
26,001 - 27,000	411.95		
27,001 - 28,000	422.05		
28,001 - 29,000	432.15		
29,001 - 30,000	442.25		
30,001 - 31,000	452.35		

Effective 8/7/02



PERMIT NO.

ENCROACHMENT APPLICATION & PERMIT
(Allow 10 working days to process)

(208) 263 3407

UTILITY INSTALL / MAINTENANCE _____ ACCESS _____ SIDEWALK / ROW _____

OWNER _____ CONTRACTOR _____

ADDRESS _____ ADDRESS _____

TELEPHONE _____ TELEPHONE _____

PROJECT INFORMATION

DESCRIPTION AND ADDRESS OF PROPOSED WORK: _____

Work to Begin: _____

Work Completed by: _____

A DETAILED ILLUSTRATION OF THE PROJECT AND A TRAFFIC CONTROL PLAN MUST BE ATTACHED. THE CONTRACTOR AND OR OWNER SHALL NOTIFY THE CITY OF SANDPOINT (STREETS DEPT. 263-3428 FOR PAVING/STORM WATER IN ROW AND SIDEWALK INSPECTION 255-1877) FOR ALL INSPECTIONS PRIOR TO COVERING THE WORK OR PLACEMENT OF CONCRETE. REQUESTS FOR INSPECTION SHALL BE MADE A MINIMUM OF 24 HOURS NOTICE PRIOR TO THE INSPECTION. STREET CUTS SHALL BE WARRANTED FOR TWO YEARS.

I/WE agree to construct the project in accordance with the provisions of this document, all attachments hereto, and all applicable local, state and federal standards. (Applicant/permittee and their subcontractor's hereby covenants to protect the City and save the City harmless from all claims, actions or damages of every kind and description which may accrue to or be suffered by any person or persons, corporation, or property by reason of the performance of any work done under this permit, character of materials used, or manner of installation, maintenance and operation, or by the improper occupancy of right of way or public place or public structure, and in case any suit or action is brought against said City for damages arising out of, or by reason of any of the work or construction done under this permit, the applicant/permittee, it's successors or assigns will, upon notice to it of commencement of such action, defend the same at applicant/permittee's sole cost and expense, and will satisfy any judgement after said permit or action shall have been finally determined, if adverse to the city) I HERBY ATTEST THAT I/WE ARE THE OWNER OF THE REFERENCE PROJECT _____, OR THAT I AM AN AUTHORIZED REPRESENTATIVE OF THE OWNER _____. I REQUEST PERMISSION TO CONSTRUCT THE REFERENCE PROJECT WITHIN THE RIGHT OF WAY AS DESCRIBED ABOVE.

APPLICANT SIGNATURE _____ **DATE** _____

(Subject to all terms, conditions and provisions described herein or attached hereto, permission is granted to the applicant to construct the referenced project).

APPROVAL _____ **DATE** _____

(City of Sandpoint)

CONDITIONS: _____

APPLICATION FEE \$ _____ INSPECTION FEE \$ _____

PERMIT EXPIRES: 12/31/2018

Word/streets/encroachmentapplication2018



STORMWATER APPLICATION & PERMIT 2018
(Allow 10 working days to process)

(208) 263 3407

Property Owner: _____ Phone: _____ Fax: _____
 Address: _____ City & State: _____ Zip: _____
 Contractor: _____ Phone: _____ Fax: _____
 Address: _____ City & State: _____ Fax: _____
 Job Location (Legal description/Address): _____

 Work Performed: _____

 Use of Occupancy for proposed work: _____
 Site Disturbance Area (acreage): _____
 Start Date: _____ Completion Date: _____
 JOB SITE CONTACT: _____ PHONE: _____

The following shall be submitted with each application, if applicable:
 1) One complete sets of plans
 2) Identify Stormwater Facilities
 3) Stamped & signed Licensed Professional
 4) Recordable document for Maintenance
 5) Security to Guarantee Work

Plan Checklist:

- Scale
- North Arrow
- Date when plans were prepared
- Project Narrative with supporting Design Calculations
- Site Plan
- Erosion & Sedimentation Control Plan
- Operation & Maintenance Plan
- Existing Structures on property

Note: Additional Information may be required.

Office Use Only:
Permit No: _____

 (Approval/Date)
Fees:
 Permit \$ _____
 -One acre or less \$100.00
 -Greater than one acre Cost + 15%

The applicant hereby certifies that he/she has reviewed Title 11 Chapter 3, available on line at: www.sandpointidaho.gov, pertaining to Stormwater Management and I am responsible for complying with the regulations contained therein.

 (Signature) (Date)

Memo

To: Engineers, Developers, Contractors and Builders
From: Kody Van Dyk, Public Works Director
Date: 5/3/2011
Re: Erosion Control and Storm Water Management

Sandpoint City Council adopted changes to the Stormwater Management Ordinance that have significant and far-reaching ramifications for your business. Listed below are the primary changes made to the ordinance. Virtually all development in Sandpoint will be affected by these changes.

Storm Water Ordinance Amended – Important Changes

1. Certification of Contractors required for work on ALL construction projects – public and private. Training and certification available through Panhandle Health's SEEP program (<http://www.plrcd.org/SEEP/>) or Washington States's CESCL program (<http://www.ecy.wa.gov/programs/wq/stormwater/cescl.html>).

At least one individual on each construction site must be certified in erosion control and storm water management.

2. Virtually all construction requires a stormwater management and erosion control plan prior to issuance of a building or encroachment permit or work on a project in the right of way.
3. Stormwater management plan contents have changed
4. Mandatory inspections and inspection reports of erosion control plans by the designer and/or contractor
5. Alterations to existing drainageways requires review by city – open drainages shall remain open
6. Definition of pre-development conditions has changed. New definition refers to forested woodland as the pre-development condition of the Sandpoint area.
7. Construction tracking and dust clean up must be done daily. Housekeeping of construction sites becomes more important. Tire track mud and runoff from a construction site must be eliminated.
8. Security required prior to issuance of all stormwater permits. Estimates of permanent and temporary erosion control and treatment costs must be provided. Security in the amount of 150% is required in order to receive a permit.

The link to the updated Stormwater Ordinance is:

<http://www.cityofsandpoint.com/PDFs/Ordinances/1253%20-%20Stormwater%20Management.pdf>



**G R A D I N G A P P L I C A T I O N & P E R M I T 2018
FOR SUBDIVISIONS & NEW DEVELOPMENT
(Allow 10 working days to process)**

(208) 263 3407

Property Owner: _____ Phone: _____ Fax: _____
 Address: _____ City & State: _____ Zip: _____
 Contractor: _____ Phone: _____ Fax: _____
 Address: _____ City & State: _____ Fax: _____
 Job Location (Legal description/Address): _____
 Work Performed: _____

 Use of Occupancy for proposed work: _____
 Earth Moving Quantities: Cut: _____ cy Fill: _____ cy
 Start Date: _____ Completion Date: _____

The following shall be submitted with each application, if applicable:
 1) One complete sets of plans
 2) Engineering Calculations
 3) Diagrams
 4) Soil Investigation Report

Office Use Only:

Permit No: _____

 (Approval/Date)
Fees:
 Permit \$150.00
 Date Paid: _____

- Plan Checklist:
- Scale
 - North Arrow
 - Date when plans were prepared
 - Existing & proposed contours
 - Existing & proposed site improvements
 - Location & caliper of existing vegetation
 - Indicate preservation or removal of existing vegetation
 - Location and type of Erosion Control measures (i.e. silt fence, straw bales, rip rap, check dams)
 - Construction entrance
 - Existing Structures on property
 - Stockpile Area

The applicant hereby certifies that he/she has reviewed Title 10, Chapter 1, available on line at: www.sandpointidaho.gov, pertaining to grading and I am responsible for complying with the regulations contained therein.

 (Signature) _____ (Date)