



Infrastructure and Development Services

PERMIT TYPES

The following types of permits may be applied for through the online permitting system.

For new commercial, multi-family, and residential construction, multiple permits may be combined under one primary permit. For these projects, all fees will be represented on one invoice under the primary permit.

If you have any questions about permit types or would like further explanations, please feel free to stop by or call us at 208-263-3423 or 208-263-3370.

ACCESS

An Access Permit is required for temporary work and/or encroachments within the public right of way. Typical projects requiring Access Permits are sidewalk cafés, staging dumpsters in the street, blocking a sidewalk, or anything requiring traffic control. It is not a permit for permanent improvements to the public right-of-way or utility installations. Access Permits may be issued in conjunction with other permits. Submittal requirements include a site plan showing the location of work and all pedestrian/traffic control devices. Traffic Control Plan (TCP) developed and signed by a certified Traffic Control Specialist (TCS) is required on all collectors and arterials. For access on Hwy 2/ Fifth Ave, please contact ITD at Stacy.Simkins@itd.idaho.gov.

Permanent encroachments are not permitted by an access permit; a separate legal agreement is required. This may include utilities, fiber infrastructure, awnings, retaining walls, fences, or other features located within the public right-of-way. Please contact 208.263.3411 for more information.

BUILDING PERMIT - RESIDENTIAL CONSTRUCTION

Residential Permits are required for the construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, removal and demolition of detached one- and two-family dwellings and townhouses not more than three stories above grade plane in height with a separate means of egress and their accessory structures.

When is a Building Permit Required? See here:

<https://www.sandpointidaho.gov/home/showdocument?id=13968>

BUILDING PERMIT - COMMERCIAL CONSTRUCTION

Commercial Construction permits are required for the construction, alteration, relocation, enlargement, replacement, repair, equipment, use and occupancy, location, maintenance, removal and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures.

Exception: detached one- and two-family dwellings and multiple single-family dwellings (townhouses) not more than three stories above grade plane in height.

When is a Building Permit Required? See here:

<https://www.sandpointidaho.gov/home/showdocument?id=13968>

BURN

Residents of the City of Sandpoint are allowed to burn brush, grass, weeds, and cuttings from trees, lawns or gardens. For these activities, residents must first obtain a Burn Permit from the City of Sandpoint and check with the Department of Environmental Quality (DEQ), Air Quality Advisory hot line to ensure burning is allowed each day before they burn.

<http://www2.deq.idaho.gov/air/AQIPublic/Map/OutdoorBurn>

CONDITIONAL USE

Also commonly referred to as “Special Use Permits”, Conditional Use Permits (CUPs) are required for certain uses, developments or use expansions according to the corresponding zoning district. Upon receipt of a complete application, which may require additional documentation such as a traffic study, a public hearing is scheduled with the Planning and Zoning Commission with all required notices sent in accordance with city and state code. After hearing all testimony and evaluating all documentation provided, the commission deliberates and renders a decision. Should approval be granted, the commission may impose additional conditions in order, for example, to mitigate impacts, ensure proper maintenance, provide for on or off site facilities, or control the timing and sequence of development. For a CUP to be approved, it must be shown not to be in conflict with the City’s Comprehensive Plan. Prior to applying for a CUP, consultation with City Staff is recommended.

DECK

A Deck Permit is required for the construction of new decks and repairs to existing decks when any of the following apply:

- attached to a building
- 30 inches or more above grade
- 200 square feet or more

ELECTRICAL

Electrical Permits are issued through the State of Idaho Division of Building Safety (DBS). For more information, please go to <https://dbs.idaho.gov/programs/electrical/>

HYDRANT

A Hydrant Permit is required to obtain water from a fire hydrant by anyone other than the governing Fire Department. For information on fees for the use of adapters, meters, truck and tank filling, please contact 208.263.3428.

INTERIOR REMODEL

Interior Remodel Permits are required for work that does not include any exterior elements.

Commercial Interior Remodel (Commercial Tenant Improvement) projects require a site plan in addition to complete interior plan sets.

LOT LINE ADJUSTMENT

A lot line adjustment procedure may be used where parcels or lots are being combined or adjusted but no new buildable lots are created. Lot line adjustments may not be allowed where they create or expand a land use nonconformity. The procedure is administrative by city staff but may also necessitate involvement of other agencies and jurisdictions for approval and recordation of the plat. Prior to applying, consultation with City Staff is recommended.

MECHANICAL

Mechanical Permits are required for work on permanently installed mechanical equipment.

PARKING LOT ONLY

A Parking Lot Permit is required for work that includes any of the following:

- Re-striping
- Grinding and re-surfacing or any surface treatment that alters finish grade
- Alterations to drainage
- Alterations to lighting, curbs, islands, driveways, or access points

PLUMBING

Plumbing Permits are issued through the State of Idaho Division of Building Safety (DBS). For more information, please go to <https://dbs.idaho.gov/programs/plumbing/>

PUBLIC INFRASTRUCTURE

A Public Infrastructure Permit is required for construction work within the public rights of way, including new streets, curb, gutter, driveways, sidewalks, water/sewer main extensions.

REROOF

Reroof Permits are required when more than 25% of the roof covering is installed or replaced.

SEWER CONNECTION

A Sewer Connection Permit is required for installation of new sewer service. For more information, please see the Municipal Sewer System Ordinance (City Code; Title 7, Chapter 7)

SHORT PLAT

A short plat procedure may be used for the division of land where no more than 4 lots result from the division of a parent parcel or there are 6 or fewer townhouse lots created. The short plat procedure is also required for condominium plats. The procedure is administrative by city

staff but may also necessitate involvement of other agencies and jurisdictions for approval and recordation of the plat. Prior to applying, consultation with City Staff is recommended.

SUBDIVISION

A subdivision process is required for divisions of land which result in more than 4 standard lots or more than 6 townhouse lots. Upon receipt of a complete application for a preliminary plat which may require additional documentation such as a traffic study and proposed public improvements, a public hearing is scheduled with the Planning and Zoning Commission with all required notices sent in accordance with city and state code. After hearing all testimony and evaluating all documentation provided, the commission deliberates and provides a recommendation to the City Council. The City Council has final decision-making authority on all subdivision preliminary plat application requests and may choose to hold a second public hearing in advance of the consideration. Following approval of a preliminary plat, final plat approval shall return to the City Council for authorization to route for signatures. At that time, all required improvements must be completed or sufficient security must be in place that they will be completed. Note that no lot, tract or parcel of land within any such proposed subdivision may be offered for sale until the final plat is filed with the county recorder. Prior to applying, consultation with City Staff is recommended.

SIGN

A Sign Permit is required to erect, construct, re-construct, or alter any sign covered by the City of Sandpoint Sign Code (City Code; Title 8 – Chapter 5)

SITE PLAN REVIEW

Site plan review approval is required in advance of building permit approval for larger projects to assure that they meet the stated purposes and standards of the corresponding zoning district and provide for the necessary public facilities associated with the development. A site plan review application is required for:

- a. All commercial and industrial development where a building permit is required
- b. Expansions of commercial or industrial development that increases building size 2,000 square feet or more
- c. Residential dwellings of 4 units or more on a single lot
- d. Developments on substandard original lots of record where 4 or more units are proposed and/or if front loaded garages are proposed

SITE IMPROVEMENT

A Site Improvement Permit may be required, at the discretion of the City, for work that involves site development prior to the issuance of building permits. A Site Improvement Permit may serve to consolidate/streamline other permits such as public infrastructure, access, stormwater, and water connections

STORMWATER

Stormwater permit shall apply to all development activities for which grading, site development, parking lot paving construction, street improvement, or building permits are required, pursuant to the codes, laws, and regulations of the city of Sandpoint or the state of Idaho. For more information, please see the City of Sandpoint Stormwater Management Ordinance (City Code; Title 11 – Chapter 3).

USE PERMIT

Businesses that operate at a physical location within the city limits and do not operate out of their home are required to obtain and post a “Use Permit.”

WATER CONNECTION

A Water Connection Permit is required for installation of new water service, fire line connections, and new hydrants. (City Code Title 7, Chapter 6) For more information see Water Rules.

VARIANCE

A variance is a modification of the bulk and placement requirements within an ordinance. Examples of variances may include a modification to the lot size, lot coverage, setbacks, height or other design standard. A variance may not be considered a right or special privilege, but may be granted to an applicant only upon a showing of undue hardship because of characteristics associated with the site and that the variance is not in conflict with the public interest. Upon receipt of a complete application, a public hearing is scheduled with the Planning and Zoning Commission with all required notices sent in accordance with city and state code. After hearing all testimony and evaluating all documentation provided, the commission deliberates and renders a decision. If granted, the Commission may also prescribe appropriate conditions and safeguards in consideration of applicable standards, testimony and documentation provided. Prior to applying for a variance, consultation with City Staff is recommended.

ZONE CHANGE

A zone change application is required when a property owner wishes to change the existing zoning designation of a site to a different zoning designation. Upon receipt of a complete application, a public hearing is scheduled with the Planning and Zoning Commission with all required notices sent in accordance with city and state code. After hearing all testimony and evaluating all documentation provided, the commission deliberates and provides a recommendation to the City Council. The City Council has final decision-making authority on all zone change requests and may choose to hold a second public hearing in advance of the consideration. For a zone change to be approved it must be shown to be in accordance with the City’s comprehensive plan and that the subsequent allowable uses may be adequately served. Prior to applying, consultation with City Staff is recommended.

ZONING

For projects exempt from building permits, but subject to zoning ordinances, a Zoning Permit is required. The following are a few examples of projects that require a Zoning Permit. For a complete list of projects exempt from Building Permits, please refer to the “When is a Building Permit Required?” document.

- Fencing less than seven feet (7’) in height
- Retaining walls less than four feet (4’) in height from the bottom of the footing to the top of the wall.