

CITY OF PRIEST RIVER
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BUILDING DEPARTMENT PERMIT APPLICATION POLICY AND PROCEDURE

1. This policy and procedure shall apply to residential and commercial building permits, manufactured home placement permits, change of use permits, and sign permits.
2. Application forms are available on the City's official website and at City Hall, where they are also submitted.
3. The Deputy City Clerk will notate the date of submission, take payment if appropriate, and route the permit application to the Building Department. The Building Assistant/Permit Technician shall fill out a Permit Routing Sheet, conduct their initial review, and provide the applicant with written notice of application completeness pursuant to Idaho Code §39-4117.
4. Once it has been determined that the permit application is complete, the Building Assistant/Permit Technician shall route the permit application to the Planning and Zoning Administrator, Public Works Supervisor, and the City Clerk/Treasurer for departmental reviews. After all departmental reviews have been conducted, the permit application shall be transported to the City's Building Official. Departmental reviews and transportation to the Building Official shall be completed within five (5) business days from the date the applicant was notified of application completeness.
5. The Building Official shall then review the permit application and prepare the official permit. The Building Official should endeavor to prepare official permits within fifteen (15) business days of receipt, unless otherwise approved by the City. The official permit shall then be transported back to the City for City fees to be assessed and to be issued.
6. Once the official permit has been returned to the City, City fees shall be assessed, and the official permit shall be prepared to issue to the applicant. The Building Assistant/Permit Technician shall call the applicant, let them know the total permit fee, let them know that the official permit is ready to be issued, and then give the official permit to the Deputy City Clerk for issuance. Assessing final fees, preparing the official permit, and calling the applicant shall be done within two (2) business days of receipt of the official permit from the Building Official.
7. Once the official permit has been issued, the official file and original permit copy shall be transmitted back to the Building Official, and a copy shall be retained in the Building Department.

Approved by the City Council on the 7th day of July, 2025.



Jeff Connolly
Mayor



Laurel Thomas, CMC
City Clerk/Treasurer



Idaho Statutes

Idaho Statutes are updated to the website July 1 following the legislative session.

TITLE 39
HEALTH AND SAFETY
CHAPTER 41

IDAHO BUILDING CODE ACT

39-4117. PROCESSING BUILDING PERMITS – TIMELY REVIEW. (1) A local government that requires building permits shall make available a document that describes in detail the requirements of its building permit process. The local government shall provide the document to the public on its website and in physical form upon request.

(2) An applicant for a building permit shall make a good faith effort to submit a complete application containing the necessary documentation required by a local government as specified in the document required pursuant to subsection (1) of this section. If an application is deemed incomplete, the local government shall, within ten (10) business days of receipt of a residential building permit application and within twenty (20) business days of receipt of a commercial building permit application, provide written notice to the applicant specifying any missing information necessary to proceed.

(3) Upon receipt of a submission or a revised submission following an incomplete determination, a local government shall have ten (10) business days for a residential building permit and twenty (20) business days for a commercial building permit to review the application or the revised submission for completeness. No later than the conclusion of the applicable ten (10) or twenty (20) business day review period, the local government shall provide written notice of determination on the completeness of the application. A local government's determination that an application is complete shall not constitute approval but shall authorize the application to proceed to formal plan review.

(4) An applicant and a local government may agree in writing to an extension of the timelines specified in this section if additional time is needed for the completeness determination. Prior to any such agreement, a local government shall provide written notice to an applicant explaining that an extension is needed.

History:

[39-4117, added 2025, ch. 272, sec. 1, p. 1164.]

How current is this law?