

CITY OF PRIEST RIVER
County of Bonner
RESIDENTIAL BUILDING PERMIT APPLICATION PROCEDURES

STEP #1

PLANNING AND ZONING REQUIREMENTS:

1. Recorded copy of your warranty deed, or lease agreement showing your name and legal description must be provided with your building application.
2. Compliance with (a) Zoning (b) Subdivision (c) Stormwater (d) Floodplain regulations.
3. Complete the plot plan as directed on the form provided. Show all setbacks from structure to property lines. (A survey may be required to verify setbacks). **PROPERTY OWNER or AGENT MUST MARK THE PROPERTY LINE AND SHOW WHERE THE SURVEY PINS ARE LOCATED.**
4. A stormwater plan must be filed if your building site is within 300 feet of any surface water, or a slope of 15% or greater.

STEP #2

BEFORE THE APPLICATION IS ACCEPTED, THE FOLLOWING APPROVALS MUST BE OBTAINED:

1. Water and sewer approval with signature on the application from:
- City of Priest River, 552 High Street, Priest River, ID 83856, (208) 448-2123
2. Other approvals may be required (Idaho Transportation Department, Environmental Protection Agency, Department of Environmental Quality, Fire Department, City of Priest River, etc.).
3. You will need all of the above signatures or approval letters before you turn in your application.

STEP #3

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 permit page, please print your name legibly, sign your name, and date the application.
4. **TWO (2) 11x17** complete sets of construction plans are required for Residential projects. 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.
 - Floor plans of all floor levels, showing location of smoke detectors, size & location of windows & doors.
 - Footing and Foundation details (**show sizes and rebar schedules**).
 - Complete framing details showing all structural components (**header and beam sizes, window schedules, insulation & R-Values are required on all plans**).
 - Typical cross-section of the structure showing elevations of the interior.
 - Roof details/truss specifications – **provide STAMPED engineered truss specifications** (Note: these can be obtained from your truss manufacturer).
 - Dimensions must be clearly indicated on the plans.
 - Plans for **all Pole Buildings** **must be stamped by an Idaho Licensed Design Professional**.
 - **NOTE:** One set of the approved plans will be approved by our department, and **MUST remain on the job site at all times.**
5. Your application will be reviewed for compliance with Local, State, and Federal codes as well as a city-approved Stormwater Management Plan. (Corrections may need to be completed prior to final approval).
6. An Energizing Permit allowing connection of electricity to the building will be issued after a completed building permit is filed with the city.
7. A Development Permit will be required if your parcel of land is located in a Floodplain and/or Floodway. (For structures located in a Floodway, an Idaho licensed architect or engineer must design the foundation).
8. **Return completed application and required approvals and information to the City of Priest River.**

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

STEP #4

STATE REQUIREMENTS:

1. State and Electrical, Mechanical and Plumbing Permits are required. For more information, contact the Idaho Division of Occupational and Professional Licenses, (208) 332-4700

Phone (208) 448-2123
Phone (208) 290-7700
Phone (208) 263-4160

City of Priest River, 552 High St. PO Box 415, Priest River, ID 83856
Bryan Quayle, Priest River Planning & Zoning Administrator
James A. Sewell and Associates, LLC, 1319 N Division Ave., Sandpoint, ID 83864

Fax (208) 448-2232

**CITY OF PRIEST RIVER
County of Bonner**

INFORMATION REQUIRED ON PLANS FOR A BUILDING PERMIT

SUBMIT TWO (2) sets of plans for Residential projects. All plans must be drawn to scale and of sufficient clarity to indicate the location, nature and extent of the work proposed.

Plans shall show the following:

PLOT PLAN: Show property line boundaries, building to be constructed and setbacks from building to all property lines. Show road access to the building as well as any standing water or waterways. Show all existing buildings. Indicate **North** direction on plan.

FLOOR PLAN: Fully-dimensioned floor plan showing all bearing and non-bearing partitions at all floor levels, size of headers, square footage of proposed structure, room sizes, size and location of all doors, and windows, plumbing fixtures, heating and cooling equipment, smoke alarms, stairs, decks, covered porches, patios, etc.

ELEVATIONS: Show all sides of proposed structure including windows, doors, roof pitch and type of roofing, finished grade around building, decks, and exterior stairs.

FOUNDATION PLAN: Show sizes of footings, foundation wall, location and size of reinforcing steel, slabs on-grade and type of soil.

FLOOR FRAMING PLAN: Show size, direction and spacing of floor joists at all levels of structure including stairwell openings, bearing beams in floor system, thickness and type of floor sheathing. Show all manufactured members with their size and series number from the manufacturer.

ROOF PLAN: Show size, direction and spacing of all roof framing members. If using trusses, submit a truss framing plan. **Engineering is required for all roof trusses.** Also indicate thickness and type of roof sheathing.

CROSS-SECTION: Typical building cross-section should show a complete section through the building showing all basic framing details from the top of the roof assembly to the foundation. Also include interior elevations showing any and all interior bearing points.

(STATE LAW REQUIRES COMMERCIAL, INDUSTRIAL AND POLE BUILDINGS TO BE WET-STAMPED BY AN IDAHO-LICENSED ARCHITECT OR ENGINEER).

RESIDENTIAL FOUNDATION REQUIREMENTS

1. FOOTINGS

- A. Frost Depth – **bottom** of footing – minimum of **24 inches below grade**.
- B. Minimum size -
 - 1 Story = 6"x12"
 - 2 Story = 6"x15"
 - 3 Story = 6"x23"
- C. Bearing – All footings must be placed on undisturbed soil or compacted soil of 95%. Compacted soil must be tested.

2. FOUNDATION STEM WALLS

- A. Minimum thickness – see table below:

Table R404.1.1(1)

Plain Masonry Foundation Walls

Maximum Wall Height (feet)	Maximum Unbalanced Backfill Height (feet)	Plain Concrete Minimum Nominal Wall Thickness (inches)	Plain Masonry ^a Minimum Nominal Wall Thickness (inches)
		Soil Classes ^b	
		GM, GC, SM, SM-SC & ML	GM, GC, SM, SM-SC & ML
5	4	6 solid ^a or 8	6 solid ^a or 8
	5	6 solid ^a or 8	8
6	4	6 solid ^a or 8	6 solid ^a or 8
	5	6 solid ^a or 8	8
	6	8 ^g	10
7	4	6 solid ^a or 8	8
	5	6 solid ^a or 8	10
	6	10	12
	7	12	10 solid ^a
8	4	6 solid ^a or 8	6 solid ^a or 8
	5	6 solid ^a or 8	10
	6	10	12
	7	12	12 solid ^a
	8	10 solid ^a	12 solid ^a
9	4	6 solid ^a or 8	6 solid ^a or 8
	5	8	10
	6	10	12
	7	12	12 solid ^a
	8	12 solid ^a	Footnote e
	9	Footnote e	Footnote e

For SI: 1 inch = 25.4 mm, 1 foot = 304.8 mm, 1 pound per square inch = 6.895 Pa.

- a. Mortar shall be Type M or S and masonry shall be laid in running bond. UngROUTED hollow masonry units are permitted except where otherwise indicated.
- b. Soil classes are in accordance with the United Soil Classification System. Refer to Table R405.1.
- c. Unbalanced backfill height is the difference in height of the exterior and interior finish ground levels. Where an interior concrete slab is provided, the unbalanced backfill height shall be measured from the exterior finish ground level to the top of the interior concrete slab.
- d. Solid grouted hollow units or solid masonry units.
- e. Wall construction shall be in accordance with Table R404.1.1(2). Table R404.1.1(3). Table R404.1.1 (4) or a design shall be provided.

- B. Anchor Bolts – ½” Diameter & Extend a minimum of 7” into concrete. J-Bolts spaced a maximum of 6 feet o.c. and less than 12 inches from all breaks in the sill, minimum two (2) per sill plate.

3. **GARAGE SLABS**

- A. 3 ½” Minimum Thickness

4. **CONCRETE**

- A. Minimum strength-
Concrete **not exposed** to weather = **2500psi.**
Concrete **exposed** to weather = **3000 psi.**
Porches, exterior slabs, steps and garage floor slabs = **3500 psi.**
- B. All concrete exposed to weather must be 5% to 7% air entrained.

5. **GENERAL INFORMATION**

- A. Foundation plates must be pressure treated wood
- B. Under-floor clearance must be a minimum of 18” from earth to joist and 12” to girders
- C. Under-floor access must be a minimum of 18” x 24”
- D. Under-floor area must be vented to a minimum of one sq. ft. per 150 sq. ft. of under- floor area and within 3’ of each corner
- E. All rebar must have a minimum 3” coverage from earth and 1 ½” from forms

CITY OF PRIEST RIVER

SETBACK REQUIREMENTS IN THE R ZONES

ZONE	FRONT YARD	SIDE YARD	SIDE YARD FLANKING	REAR YARD	REAR YARD ACCESSORY USE
R-1	25'	10'	20'	20'	5'
R-2	15'	5'	15'	15'	5'
R-5	25'	10'	20'	20'	5'

Contact the City of Priest River for setback requirements in all other zones.

- Accessory Buildings are defined as a structure on the same lot and of a nature that is incidental and subordinate to the principal use of structure, such as a single-family residence. Examples are a detached garage or storage shed which are accessory to a single-family residence.

ALL ARCHITECTURAL PROJECTIONS (INCLUDES EAVES, CANOPIES, BALCONIES, CARPORTS, DECKS, COVERED PATIOS, ETC.) SHALL BE CONSIDERED PART OF THE BUILDING AND SHALL NOT PROJECT INTO THE REQUIRED MINIMUM FRONT, SIDE, OR REAR YARD OR WATERFRONT SETBACKS.

Contact the City of Priest River (208) 448-2123 for setback information for fences or other setback and zoning questions.

CITY OF PRIEST RIVER
County of Bonner

RESIDENTIAL ROOF LOADS

For all areas of the **City of Priest River** the **minimum** snow load shall be **50psf roof live load**. It is recommended that the Calculation of Snow Load be determined by the Snow Study of the University of Idaho.

MANUFACTURED HOUSING:

For all areas of the **City of Priest River** the **minimum** snow load shall be **30psf roof live load, plus a protective roof with a snow load of 50psf**. The protective roof covering requirement can be waived if the Manufactured Home was constructed to **50 psf roof live load**.

DEAD LOAD: Is the vertical load due to the weight of all permanent structural and non-structural components of a building; such as walls, floors, roofs and fixed service equipment. The **typical** dead load for dwellings is **12 psf**.

WIND LOAD: Shall be based on basic wind speed of **90 mph**.

EARTHQUAKE LOAD: Shall be based on **Seismic Zone C** of the International Building Code.

CITY OF PRIEST RIVER

PLANNING & ZONING
P.O. Box 415
552 High Street Priest River, ID 83856
(208) 448-2123
Fax (208) 448-2232



Valuation of Proposed Project

Permit # _____ **Date:** _____

Applicant Name: _____

Applicant Phone # _____

To whom it may concern;

The project valuation for the proposed project listed above is \$ _____

Sincerely,

Applicant Signature

Date

BUILDING PERMIT AND SIGN APPLICATION

JAMES A. SEWELL & ASSOCIATES, LLC, BUILDING INSPECTIONS FOR: CITY OF _____, IDAHO

LEGAL DESCRIPTION: Subdivision Name: _____ Block _____ Lot _____ Section _____, Township _____, Range _____, Site Acres: _____					BUILDING PERMIT #								
Site Address _____ (Number) _____ (Road Name) _____													
OWNER / LEASOR		MAILING ADDRESS		PHONE		EMAIL ADDRESS							
LEASEE		MAILING ADDRESS		PHONE		EMAIL ADDRESS							
CONTRACTOR		MAILING ADDRESS		PHONE/EMAIL		LICENSE #							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 5px;">CLASS OF WORK (Check one)</td> <td style="width: 10%; padding: 5px;">New []</td> <td style="width: 10%; padding: 5px;">Addition []</td> <td style="width: 10%; padding: 5px;">Remodel []</td> <td style="width: 10%; padding: 5px;">Change of Use []</td> <td style="width: 10%; padding: 5px;">Sign []</td> <td style="width: 10%; padding: 5px;">Other []</td> </tr> </table>							CLASS OF WORK (Check one)	New []	Addition []	Remodel []	Change of Use []	Sign []	Other []
CLASS OF WORK (Check one)	New []	Addition []	Remodel []	Change of Use []	Sign []	Other []							
Describe Work / Use:													
Heating: _____ Utility Company: _____													
Directions to Site:													
SHADED AREA FOR OFFICE USE ONLY:													
Type of Const:		Occup. Group:	Division:	# of Units:									
# of Stories:		Max Occupancy Load:	Fire Sprinklers Required?	Yes []	No []								
SQUARE FOOTAGE:		1st FLOOR:	2nd FLOOR:	BASEMENT:									
GARAGE:		OTHER SQ. FT:	SQUARE FOOT TOTAL:										
CONDITIONS:													
FEES COLLECTED: DATE _____ CHECK# _____													
Initial \$		Stormwater \$		Impact \$									
<p>NOTICE: SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, MECHANICAL AND PLUMBING. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED UNLESS PRIOR APPROVAL OF THE BUILDING DEPARTMENT.</p> <p>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 OF LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCES OF CONSTRUCTION.</p> <p>I HEREBY GRANT PERMISSION TO THE CITY AND ITS REPRESENTATIVES TO ENTER THE SUBJECTS LAND TO CONDUCT INSPECTIONS RELATIVE TO THIS APPLICATION.</p>													
<p>Parcel #: _____</p> <p>Zone District: _____</p> <p>Floodplain Zone: _____ Panel #: _____</p> <p>Development Permit #: _____</p>													
APPROVALS													
AGENCY:				BY: / DATE:									
City Approval:													
Sewage Disposal Permit #:													
ITD:													
DEQ:													
Fire District:													
Other (Specify):													
Application Received By: / Date:		Plans Checked By: / Date:	Approved to Issue By: / Date:		Issued Date:								

**BUILDING PERMIT
PLOT PLAN**

**JAMES A. SEWELL & ASSOCIATES, LLC, BUILDING INSPECTORS FOR:
CITY OF _____, IDAHO**

OWNER

BUILDING PERMIT #

Draw a map of the site, providing the following information in the space below:

- The boundary lines of the site, including dimensions.
- An arrow indicating direction north.
- All roads - public and private - that provide access to the site.
- All bodies of water, existing drainage systems.
- Proposed structure and its dimensions. All existing structures.
- Distance from all property lines and any bodies of water to architectural projections of structures.
- Parking spaces, accesses and driveways as required by zoning ordinance or special conditions.
- All easements of record (roads, utilities, Army Corps of Engineers, etc.)
- Indicate the building site drainage plan for stormwater control.
- Location of septic tank, leach field and well, if applicable.
- Location of water sewer hook-ups, if applicable.

I / WE CERTIFY THAT THE PROPOSED CONSTRUCTION WILL CONFORM TO THE DIMENSIONS AND USES SHOWN ABOVE AND THAT NO CHANGES WILL BE MADE WITHOUT FIRST OBTAINING APPROVAL. I / WE CERTIFY THAT THE PROPOSED CONSTRUCTION, ALTERATION AND/OR REPAIR WILL CONFORM TO THE LOCAL PLANNING AND ZONING AND HEALTH DEPARTMENT REQUIREMENTS THAT WILL BE IN EFFECT ON THE DATE OF THE GRANTING OF THE BUILDING PERMIT.

Name of Owner(s) of Site and Structure (please print)

Signature of Owner(s) or Authorized Representative

(Date)