

**CITY OF PRIEST RIVER**  
**County of Bonner**  
**COMMERCIAL & INDUSTRIAL BUILDING PERMIT APPLICATION PROCEDURES**  
**CHANGE OF USE**

**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 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. Commercial and Industrial projects must have site plan approval and city approved Stormwater Management Plan.

**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, etc.).
2. 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 page, please sign & print your name and date the application.
4. **TWO (2) 11X17 complete sets of STAMPED ENGINEERED construction plans are required for Commercial & Industrial projects. Full size sets may be required if 11x17 aren't legible.**
5. All plans must be drawn to scale showing the following information:
  - 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 **Commercial, Industrial, Public Pole Buildings** must be stamped by an Idaho Licensed Design Professional. **NOTE:** One set of the approved plans will be stamped 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 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

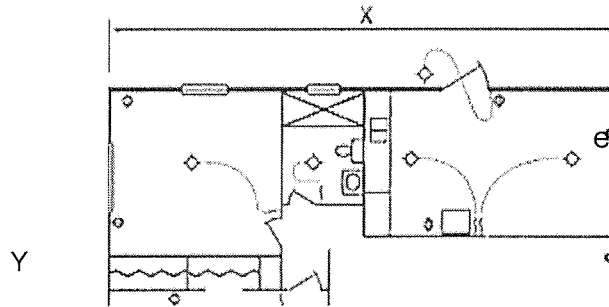
City Priest River, 552 High St., PO Box 415, Priest River, ID 83856

Bryan Quayle, Priest River Planning & Zoning Administrator

James A. Sewell and Associates, LLC, 1319 N Division Ave., Sandpoint, ID 83864

Fax (208) 448-2232

## FLOOR PLAN EXAMPLE



Show all window Sizes

The items that need to be shown or marked include:

- Room sizes and uses
- Placement of wall dimensions

Location and sizes of windows, doors, stairs, fixtures, built-in equipment or cabinets and smoke detectors

This is a BASIC example and there may be further information required for your project.

Please call our office for more information:

James A Sewell & Associates,  
1319 North Division Ave  
Sandpoint ID 83864  
208-263-4160 Fax:  
208-263-5229

*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**

<b>LEGAL DESCRIPTION:</b> Subdivision Name: _____ Block _____ Lot _____ Section _____, Township _____, Range _____, Site Acres: _____					<b>BUILDING PERMIT #</b>		
Site Address _____ <div style="display: flex; justify-content: space-between;"> <span>(Number)</span> <span>(Road Name)</span> </div>							
OWNER / LEASOR		MAILING ADDRESS		PHONE		EMAIL ADDRESS	
LEASEE		MAILING ADDRESS		PHONE		EMAIL ADDRESS	
CONTRACTOR		MAILING ADDRESS		PHONE		LICENSE #	
<b>CLASS OF WORK</b> (Check one)		New [    ]		Addition [    ]		Remodel [    ]	
		Change of Use [    ]		Sign [    ]		Other [    ]	
Describe Work / Use:							
Heating: _____ Utility Company: _____							
Directions to Site:							
<b>SHADED AREA FOR OFFICE USE ONLY:</b>							
Type of Const:		Occup. Group:		Division:		# of Units:	
# of Stories:		Max Occupancy Load:		Fire Sprinklers Required?		Yes [    ] No [    ]	
<b>SQUARE FOOTAGE:</b>		1st FLOOR:		2nd FLOOR:		BASEMENT:	
GARAGE:		OTHER SQ. FT:		<b>SQUARE FOOT TOTAL:</b>			
CONDITIONS:							
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. 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. I HEREBY GRANT PERMISSION TO THE CITY AND ITS REPRESENTATIVES TO ENTER THE SUBJECTS LAND TO CONDUCT INSPECTIONS RELATIVE TO THIS APPLICATION.						<b>FEES</b>	
						Permit Fee:	
						Plan Check Fee:	
						Other Fees:	
						City Fees:	
						Stormwater/Erosion Fees:	
						TOTAL:	
						VALUATION OF WORK:	
						Parcel #:	
						Zone District:	
						Floodplain Zone: Panel #:	
						Development Permit #:	
<b>APPROVALS</b>							
<b>AGENCY:</b>						<b>BY: / DATE:</b>	
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 \_\_\_\_\_,**

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)