

CITY OF PRIEST RIVER
County of Bonner
SIGN 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.
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).
4. Commercial and Industrial projects must have site plan approval.

STEP #2

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 print your name legibly, and sign your name and date the application.
4. **TWO (2) complete sets of construction plans are required for your project. 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.
 - Footing and Foundation details (**show sizes and rebar schedules**).
 - Complete framing details showing all structural components.
 - Dimensions must be clearly indicated on the plans.
 - **NOTE:** One set of the approved plans will be stamped by our department, and **MUST remain on the job site at all times.**
5. An Energizing Permit allowing connection of electricity to the sign will be issued after a completed building permit is filed with the city.
6. **Return completed application and required approvals and information to the City of Priest River. City approval must be obtained for all sign permits.**

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

STEP #3

STATE REQUIREMENTS:

1. State and Electrical 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

SIGN DESIGN CRITERIA

Design Criteria:

* Ground Snow Load	85
* Wind Speed	90
* Seismic Design Category	C
* Weathering	Severe
* Frost Line Depth	24-inches below finished grade
* Termite	None to slight
* Decay	None
* Winter Design Temperature	-10° Fahrenheit

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.

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.

ALL FREE-STANDING SIGNS MUST BE STAMPED BY A LICENSED STRUCTURAL ENGINEER.

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 _____ <div style="display: flex; justify-content: space-between;"> (Number) (Road Name) </div>							
OWNER / LEASOR		MAILING ADDRESS		PHONE		EMAIL ADDRESS	
LEASEE		MAILING ADDRESS		PHONE		EMAIL ADDRESS	
CONTRACTOR		MAILING ADDRESS		PHONE		LICENSE #	
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:							
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.						FEES	
						Permit Fee:	
						Plan Check Fee:	
						Other Fees:	
						City Fees:	
						Stormwater/Erosion Fees:	
						TOTAL:	
						VALUATION OF WORK:	
						Parcel #:	
						Zone District:	
						Floodplain Zone:	
						Panel #:	
						Development Permit #:	
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 _____,

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)