

CITY OF PONDERAY
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. Septic approval with a signature on the application from:
Panhandle Health District (2101 W Pine St., Sandpoint, ID 83864, 208- 265-6384), OR
Kootenai/Ponderay Sewer District (511 Whiskey Jack Road, Kootenai, ID 83852, 208- 263-0229)
Proof of payment for water & sewer fees are required. Proof of payment is required for water prior to issuance of Certificate of Occupancy
2. Other approvals may be required (Idaho Transportation Department, Environmental Protection Agency, Department of Environmental Quality, Fire Department, City, 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 page, please sign your name and date the application.
4. **THREE (3) 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.
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 Architect or Engineer**.
 - **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. Required inspections may include setbacks, footing, foundation, slab, roof & wall sheathing, framing, insulation, sheetrock, stormwater and a final inspection.
9. **Return completed application and required approvals and information to the City of Ponderay.**

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

STEP #4

STATE REQUIREMENTS:

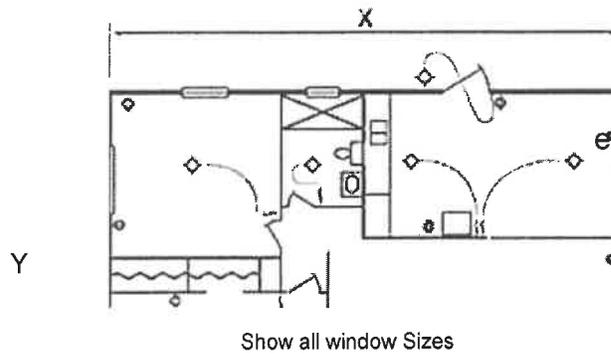
1. State and Electrical, Mechanical and Plumbing Permits are required. For more information contact the Idaho Division of Occupational and Professional Licenses, (208) 332-4700

Phone (208) 265-5468
Phone (208) 263-4160

City of Ponderay, 288 4th Ponderay, ID 83852
James A. Sewell and Associates, LLC, 1319 North Division Ave.,
Sandpoint, ID 83864

Fax (208) 265-4357

FLOOR PLAN EXAMPLE



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

VALUATION OF PROPOSED PROJECT

**For other than new construction, i.e., remodels, signs,
change of use, roof over modular homes and additions.**

Applicant Name: _____

Project: _____

Applicant Telephone No.: _____

To Whom It May Concern:

The project valuation for the proposed project listed above is \$_____.
(For value of actual work being done.)

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		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:		FEES		
# of Stories:		Max Occupancy Load:	Fire Sprinklers Required?	Yes []	No []	Permit Fee:		
SQUARE FOOTAGE:		1st FLOOR:	2nd FLOOR:	BASEMENT:		Plan Check Fee:		
GARAGE:		OTHER SQ. FT:	SQUARE FOOT TOTAL:				Other Fees:	
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.						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:		

