

CITY OF PONDERAY
County of Bonner
COMMERCIAL & INDUSTRIAL 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 application.
2. Compliance with (a) Zoning (b) Subdivision (c) Stormwater (d) Floodplain or floodway 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 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 permit page, please sign your name and date the application.
4. **THREE (3) 11x 17** 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 **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

City of Ponderay, 288 4th Ponderay, ID 83852

Fax (208) 265-4357

Phone (208) 263-4160

James A. Sewell and Associates, LLC, 1319 North Division Ave,

Sandpoint, ID 83864

CITY OF PONDERAY
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INFORMATION REQUIRED ON PLANS FOR A BUILDING PERMIT

SUBMIT THREE (3) 11x 17 complete set of construction plans for Residential projects and Commercial & Industrial projects. Full size sets of plans may be required if 11 x 17 aren't legible. 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 PUBLIC BUILDINGS TO BE WET-STAMPED BY AN IDAHO-LICENSED ARCHITECT OR ENGINEER).

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COMMERCIAL ROOF LOADS:

SNOW LOAD: To be determined in accordance with Section 1608 of the International Building Code.

Design Criteria:

* Ground Snow Load	104
* Wind Speed	115
* 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 **115 mph.**

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

EPA SWPPP

Does Your Construction Site Need a Stormwater Permit?

Why do I have to get permit coverage?

EPA's National Pollutant Discharge Elimination System (NPDES) program regulates stormwater runoff from construction sites. On July 1, 2003, EPA re-issued the Construction General Permit (CGP) to extend coverage to construction sites that disturb one or more acres, including smaller sites that are part of a larger plan of development. For example, if you are building a house on a half-acre lot in a 10-acre development, you need permit coverage. Construction site operators need to submit an application called a Notice of Intent (NOI) to be covered under EPA's CGP.

Why is stormwater runoff so bad?

Runoff from rainstorms and snowmelt picks up pollutants like sediment, oil and grease, nitrogen and phosphorus, and other chemicals and carries them into storm drains or directly into waterbodies. Because most storm drain systems do not provide any treatment to the water they collect, preventing contamination of stormwater is critically important or polluted runoff will be discharged untreated into the waterbodies we use for swimming, fishing, and drinking water.

Why is sediment harmful to a waterbody?

Too much sediment in a waterbody can cloud the water and make it difficult or impossible for aquatic plants to receive the sunlight they need to grow. Excess sediment also smothers aquatic habitat, clogs fish gills, and impedes navigation in our waterways, which can lead to expensive dredging.

I need permit coverage. Where do I start?

1. Read EPA's Construction General Permit (CGP)

You can download a copy of EPA's permit at www.epa.gov/npdes/stormwater/cgp. Read EPA's permit carefully, and remember that operators are legally responsible for complying with all its provisions. Who submits an NOI? The "operator" submits a Notice of Intent (NOI) form. The operator is the entity (generally a company, corporation, etc.) that has operational control over the construction plans or day-to-day activities that are necessary to implement the Stormwater Pollution Prevention Plan (SWPPP) (see below). On some sites, several entities may meet the definition of operator and all must file NOIs. Operators may include owners, general contractors, and subcontractors. It is the responsibility of the operator(s) to develop and implement a SWPPP and maintain all best management practices (BMPs) during each stage of the project. Best management practices are the techniques (buffers, silt fences, detention ponds, swales, etc.), schedules of activities, prohibitions of practices, and maintenance procedures to prevent or reduce the discharge of pollutants.

2. Develop a stormwater pollution prevention plan (SWPPP)

The SWPPP is a plan for how you will control stormwater runoff from your construction site. It is broader and more complicated than a typical erosion and sediment control plan, so operators might want to enlist the assistance of a professional to save time. The SWPPP must be completed before you file an NOI to apply for coverage under EPA's permit. You don't have to submit the SWPPP with your NOI to obtain permit coverage, but the plan must be available on-site for review during inspection.

Because every site is unique, every SWPPP is unique. The SWPPP needs to be updated as your work progresses. Please visit www.epa.gov/npdes/stormwater/cgp for more information on how to develop your SWPPP.

Basic SWPPP Principles:

- Divert stormwater away from disturbed or exposed areas of the construction site.
- Install BMPs to control erosion and sediment and manage stormwater.
- Inspect the site regularly and properly maintain BMPs, especially after rainstorms.
- Revise the SWPPP as site conditions change during construction and improve the SWPPP if BMPs are not effectively controlling erosion and sediment.
- Minimize exposure of bare soils to precipitation to the extent practicable.
- Keep the construction site clean by putting trash in trash cans, keeping storage bins covered, and sweeping up excess sediment on roads and other impervious surfaces.

3. Complete an endangered species determination for the project site

The operator must assess the potential effects of stormwater runoff on federally listed endangered and threatened species and any designated critical habitat on or near the site. In making this determination, the operator needs to consider areas beyond the immediate footprint of the construction activity and beyond the property line—areas that could be effected directly or indirectly by stormwater discharges.

The local offices of U.S. Fish and Wildlife Service, National Marine Fisheries Service, and State or Tribal Heritage Centers often maintain lists of federally listed endangered or threatened species on their Web sites. Visit www.epa.gov/npdes/stormwater/esa for more information.

How to get a stormwater permit

4. File a Notice of Intent (NOI) The Notice of Intent (NOI) form lets EPA know that you are filing for permit coverage. It is also your certification that you have read, understood, and implemented the requirements of EPA's permit. The fastest and easiest way to obtain permit coverage is through EPA's new online permit application system (www.epa.gov/npdes/enoi). EPA's permit requires a seven-day waiting period after an NOI is filed and posted on EPA's Web site (www.epa.gov/npdes/noisearch). Using EPA's eNOI system is the fastest way to begin this process. Mailing a paper NOI to EPA can add two or more weeks to your processing time. During the waiting period, NOIs are reviewed for endangered species impacts and other concerns. Permit coverage begins at the conclusion of the seven-day period unless you are notified otherwise. Your completed NOI should be posted at the construction site in a place accessible to the public.

5. Implement all BMPs outlined in your SWPPP

Remember to follow your SWPPP. All BMPs must be inspected and maintained regularly. Inspections are required either: (1) at least once every seven days, or (2) at least once every 14 days and within 24 hours of the end of a rain event of 1/2-inch or more. The plan must also be updated as site conditions and BMPs change. Remember to keep records of your maintenance activities and any SWPPP modifications for review during inspection.

6. File an electronic Notice of Termination

You should terminate permit coverage when your project is completed (generally, when 70% of the density of the original vegetation is re-established on unpaved areas); when the property has been stabilized and ownership has been transferred to the homeowner (residential projects only); or when another operator has assumed control over the site. New operators will need to file an NOI and meet the requirements of EPA's permit. The electronic Notice of Termination form informs EPA that your construction project is complete and ends your responsibilities under the permit. The form can be completed and filed using the eNOI system at www.epa.gov/npdes/enoi.

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:			
# 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.						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:	

