

CITY OF PONDERAY
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 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. 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. 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)
Wells must be signed off by Panhandle Health District. **Proof of payment for water & sewer fees are required.**
2. Other approvals may be required (Idaho Transportation Department, Environmental Protection Agency, Department of Environmental Quality, Fire Department, City of Ponderay, etc.).
3. If water is Northside Water User's Association – must show proof of payment prior to acceptance of permit. If water is City of Sandpoint – must show proof of payment prior to issuance of Certificate of Occupancy.
4. 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. **THREE (3) 11x 17** complete sets of construction plans are required for Residential 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 **all Pole Buildings** must be stamped by an Idaho Licensed 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 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. Required inspections may include setback, footing, foundation, slab, roof & wall sheathing, framing, insulation, sheetrock, stormwater and final.
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

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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).

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 94%. Compacted soil must be tested.

2. FOUNDATION STEM WALLS

- A. Minimum thickness – see table below:

Table R404.1.1(1)
Plain Concrete and 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	6 solid ^a or 8
	5	6	8
6	4	6	6 solid ^a or 8
	5	6	8
	6	8 ^g	10
7	4	6	8
	5	6	10
	6	8	12
	7	8	10 solid ^a
8	4	6	6 solid ^a or 8
	5	6	10
	6	8	12
	7	10	12 solid ^a
9	8	10	12 solid ^a
	4	6	6 solid ^a or 8
	5	8 ^g	10
	6	8	12
	7	10	12 solid ^a
	8	10	Footnote e
	9	12	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) 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

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SETBACK REQUIREMENTS

SETBACK REQUIREMENTS	SINGLE FAMILY RESIDENTIAL	RESIDENTIAL ACCESSORY BUILDINGS*
Front Yard	15 feet from the structure, excluding front porches or entryways.	15 feet from the structure, excluding from porches or entryways.
	5 feet from front porches and entryways.	5 feet from front porches and entryways.
Rear Yard	5 Feet	5 Feet
Side Yard	5 Feet	5 Feet
Side Yard Flanking Street	10 Feet	10 Feet
Lake, River, Stream, Or Other Body of Public Water	40 Feet (From High Water Elevation)	40 Feet (From High Water Elevation)

* 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. An example is a garage, which is accessory to a single-family residence.

ALL ARCHITECTURAL PROJECTIONS (INCLUDING BUT NOT LIMITED TO CANOPIES, BALCONIES, CARPORTS, DECKS, COVERED PATIOS, ETC.) SHALL BE CONSIDERED PART OF THE BUILDING AND SHALL NOT PROJECT INTO THE REQUIRED MINIMUM SETBACKS.

Contact the City of Ponderay at (208) 265-5468 for setback information for fences or any other questions.

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RESIDENTIAL ROOF LOADS

For all areas of the **City of Ponderay** the **minimum** snow load shall be **55psf 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 Ponderay** the **minimum** snow load shall be **30psf roof live load, plus a protective roof with a snow load of 55psf**. The protective roof covering requirement can be waived if the Manufactured Home was constructed to **55 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 **115 mph**.

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

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
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)