

CITY OF BONNERS FERRY
County of Boundary
BUILDING PERMIT APPLICATION PROCEDURES

STEP #1

PLANNING AND ZONING REQUIREMENTS:

1. Recorded copy of your warranty deed, showing your name and legal description.
2. Compliance with (a) Zoning (b) Subdivision (c) Floodplain regulations.
3. Complete the plot plan as directed on the form provided. Show all setbacks from structure to property lines. The City and building officials are not responsible for verifying setbacks and/or property lines; this is the responsibility of the property owner.
4. Commercial and Industrial projects require a stormwater management plan.
5. Commercial and Industrial projects must have site plan approval.

STEP #2

BEFORE THE APPLICATION IS ACCEPTED, THE FOLLOWING APPROVALS MUST BE OBTAINED:

1. Septic/Sewer approval (for residential and commercial project): a signature on the application from Panhandle Health District (322 Marion St., Sandpoint, ID 83863 (208) 265-6384), or a letter of approval from your sewer district.
2. Other approvals may be required (ITD, EPA, DEQ, Fire Department, City, etc.).
3. Access permits may be required for access to the public right of way.
4. Excavation permits are required if excavating in the public right of way.

STEP #3

BUILDING AND SAFETY REQUIREMENTS:

1. You will need all of the above signatures or approval letters before you turn in your application.
2. Make sure all non-shaded areas on the application are complete.
3. Provide clear directions to the building site.
4. After reading the notice at the bottom of the page, please print & sign your name and date the application.
5. **THREE** (3) complete sets of construction plans 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 – (**indicate size, spacing and direction of rafters, or provide engineered or manufactured truss specifications**).
 - Dimensions must be clearly indicated on the plans.
 - Plans for **Commercial, Industrial, Public**, and all **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.**
6. Your application will be reviewed for compliance with Local, State, and Federal codes. (Corrections may need to be completed prior to final approval).
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 Bonners Ferry.**

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

STEP #4

STATE REQUIREMENTS:

1. Electrical, Plumbing and Mechanical Permits are required. For more information contact the State Division of Building & Safety, 1221 Ironwood Drive, Suite 101, Coeur d'Alene, ID 83814, (208) 769-1579.