



**REQUEST TO CONVERT EXISTING CONSTRUCTION PERMIT
(AVAILABLE UNTIL 07/30/2018)**

KOOTENAI COUNTY COMMUNITY DEVELOPMENT
451 Government Way, Coeur d'Alene, ID 83814 (208) 446-1040

A LOCATION PERMIT IS NEEDED FOR ERECTING, CONSTRUCTING, RECONSTRUCTING, SETTING, PLACING, INSTALLING, ENLARGING, EXTENDING, MOVING OR CONVERTING A STRUCTURE IN THE UNINCORPORATED AREA OF KOOTENAI COUNTY.

A SEPARATE PERMIT IS REQUIRED FOR EACH STRUCTURE. CONSTRUCTION OR PLACEMENT OF A STRUCTURE SHALL NOT COMMENCE UNTIL A PERMIT HAS BEEN ISSUED.

EXISTING CONSTRUCTION PERMIT

PERMIT #: _____

PROPERTY OWNER

NAME: _____

MAILING ADDRESS: _____

PHONE: _____ EMAIL: _____

DESIGNATED CONTACT

NAME: _____

MAILING ADDRESS: _____

PHONE: _____ EMAIL: _____

JOB ADDRESS: _____

DESCRIPTION OF WORK: _____

REQUIRED CONVERSION INFORMATION

COMPLETED, NOTARIZED OWNER AFFIDAVIT AND NOTICE TO TITLE

\$35.00 PROCESSING FEE

AGENCY COORDINATION REQUESTED? YES: _____ NO: _____

CERTIFICATE OF COMPLETION REQUESTED? YES: _____ NO: _____

BUILDING PLAN REVIEW REQUESTED? YES: _____ NO: _____

ARE THERE ANY CODE VIOLATIONS ON THIS PARCEL? YES: _____ NO: _____ CV#: _____

BY THIS SIGNATURE, I HEREBY ACKNOWLEDGE THAT THE ORIGINAL APPROVED SITE PLAN IS A TRUE AND ACCURATE REPRESENTATION OF THE SITE. I ATTEST THAT THE BUILDING PERIMETER AND PROPERTY LINES WILL BE CLEARLY MARKED AT THE TIME OF THE FIRST INSPECTION IF NOT PREVIOUSLY INSPECTED AND APPROVED UNDER THE ORIGINAL CONSTRUCTION PERMIT.

OWNER OR AUTHORIZED AGENT SIGNATURE

DATE

(PRINT NAME)

LOCATION PERMIT OWNER'S AFFIDAVIT

STATE OF IDAHO)
County of Kootenai)

The undersigned property owner, makes the following statements pursuant to Kootenai County Building Code Ordinance #522, in support of an application for a Location Permit:

1. I am over the age of 18 years, I make this statement voluntarily, and I am competent to testify concerning the facts stated herein based upon my personal knowledge.
2. I am the owner of the real property described as follows:

PARCEL NO.: _____ SERIAL NO./AIN: _____

3. Sub-section 7.1.105 C, Kootenai County Code, contains an election to opt out of the requirements for permitting, plan review, and inspections for single family and two family residential structures and accessory structures. I choose to opt-out of the residential building code process for construction of _____ on the parcel described above.

I understand and agree to the following:

- A. All land use requirements pursuant to Title 8 Kootenai County Code remain in full force and effect including necessary inspections related to building setback and site disturbance verification. Additionally, if the structure will be in a floodplain, a flood development review will be required.
 - B. A Location Permit is required pursuant to Section 7.1.105 (D) of the Kootenai County Code.
 - C. A Site Disturbance Permit may be required pursuant to Article 7.1 of Title 8, Kootenai County Code.
 - D. A Building Permit, including Code compliance plan review and inspections will not be performed, unless requested.
 - E. Permits and/or inspections may be required by other agencies with jurisdiction. Compliance with requirements of those agencies is my responsibility.
 - F. Upon completion, the County will not issue a Certificate of Occupancy.
4. The permit is good for 12 months, unless renewed.
 5. I agree to notify Kootenai County Community Development in writing of any substantial changes in structural location, scope and type of project.
 6. I understand a separate Location Permit is required for each structure.
 7. I certify that all the statements made in this Affidavit are true and correct under penalty of perjury. I understand and acknowledge that any false or misleading information provided to Kootenai County Community Development in connection with the Location Permit may result in that permit being denied.

PROPERTY OWNER'S PRINTED NAME

PROPERTY OWNER'S SIGNATURE

PROPERTY OWNER'S ADDRESS: _____

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20____.

NOTARY PUBLIC FOR IDAHO
RESIDING: _____
COMMISSION EXPIRES: _____