

ONLINE PERMITTING USER GUIDE

KOOTENAI COUNTY COMMUNITY DEVELOPMENT ONLINE PERMITTING

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APPLYING FOR A BUILDING, SITE DISTURBANCE OR LOCATION PERMIT

Log into the Applicant's User account @ <https://permits.kcgov.us/etrakit3/>
Select Apply / New Permit from the HOME page or DASHBOARD

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: ANDYS HANDYMAN

My Dashboard

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DISCLAIMER

PLEASE NOTE: ENSURE YOUR BUILDING ADDRESS FOR YOUR PERMIT IS LOCATED IN KOOTENAI COUNTY. THIS SYSTEM DOES INCLUDE SOME ADDRESSES WITHIN CITY LIMITS. IT IS RECOMMENDED THAT IF YOU ARE NOT SURE, TO VERIFY BEFORE APPLYING. PLEASE CALL 208-446-1040 OR EMAIL kcbp@kcgov.us FOR ASSISTANCE IN VERIFYING YOUR ADDRESS.

After your permit application and associated documents have been submitted, it will be reviewed for completeness. Depending on what type of permit you are applying for, additional reviews may be required including additional documentation prior to review.

Building activity may not commence until your permit status indicates "ACTIVE" and all fees have been paid.

Validity of Permit: The issuance or granting of a permit or approval of plans, specifications and computations shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this code or of any other ordinance of the jurisdiction (IRC 105.4 and IBC 105.4).

Terms and Conditions: The fees associated with this building permit will be calculated and must be paid at time of building permit issuance.

By clicking on the "I Agree" button below, I swear or affirm that the information contained in this application is true and correct and I am the person authorized to sign this application.

- I Agree
 I Disagree

Please read and agree to the disclaimer.

CONTINUE

STEP 1 PERMIT INFORMATION

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Permit Application

STEP 1 PERMIT INFORMATION STEP 2 STEP 3 STEP 4

Permit Type Information

PERMIT Type

*Short Description:

Job Value

Location

Enter part or all of your address and press search

Search By

Your Relation to this Permit

Property Owner
Check this box if you are the Property Owner

Contractor
Check this box if you are the Contractor

Attachments

- Please ensure that **ALL REQUIRED** attachments are included with the application.
- Failure to include required documents or not using the correct File Naming Standard will delay the application process.
- Required Documents include, but are not limited to: Application, Site Plan, Construction Plans and Supporting Documents.
- Please utilize the checklist incorporated in the application and the file naming standards form.
- File Naming Standards for Construction and Site Disturbance can be found [here](#).

Filename

Description

Enter the applicable Permit Type.

Enter a Short Description and Job Value. (Enter numbers only)

Enter all or part of the site location into the Location search box, then click "SEARCH".

Search by either the Address or APN (Parcel Number).

Select the correct address from the search results.

Select the Applicant's relation to the Permit. Currently there are only two relationships that can be added.

Attachments must be uploaded.

Click the Select button to browse your computer for the attachment.

Select the attachment that will appear in the Filename field.

Enter the file description using the applicable Naming Standard.

Click on the upload button to save the attachment(s).

If you sign out during the application process, the responses will be saved. Return later to the Dashboard to continue the application.

- Do not use the Backspace key as entries will not be saved or a duplicate application will be created).

STEP 2 CONTACT INFORMATION

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Application for a RESIDENTIAL Permit

Enter all applicable Contact Information
* Asterisks denote a required field.

Applicant Information

*Name	SANDYS CUSTOM HOMES	*Phone	(208) 446-1056
*Address	451 GOVERNMENT WAY	*Email Address	sforstrom@kcgov.us
*City	COEUR D ALENE		
*State	ID	*Zip	83816 -



Owner Information

*Name	SMITH, JOHN	*Phone	(208) 446-1056
*Address	21 W OHIO MATCH RD	*Email Address	sforstrom@kcgov.us x
*City	RATHDRUM		
*State	ID	*Zip	83858 -

Contractor Information

*Name	SANDYS CUSTOM HOMES	*Phone	(208) 446-1056
*Address	451 GOVERNMENT WAY	*Email Address	sforstrom@kcgov.us
*City	COEUR D ALENE	License or ID	AEC0342
*State	ID	*Zip	83816 -



Architect Information

Name		Phone	() - -
Address		Email Address	
City			
State		Zip	-
<input type="button" value="CLEAR"/>			

Contact Information

Name		Phone	() - -
Address		Email Address	
City			
State		Zip	-
<input type="button" value="CLEAR"/>			

Designer Information

Name		Phone	() - -
Address		Email Address	
City			
State		Zip	-
<input type="button" value="CLEAR"/>			

Mechanical Information

Name		Phone	() - -
Address		Email Address	
City			
State		Zip	-
<input type="button" value="CLEAR"/>			

Engineer Information

Name		Phone	() - -
Address		Email Address	
City			
State		Zip	-
<input type="button" value="CLEAR"/>			

STEP 3 REVIEW AND SUBMIT

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Permit Application

STEP 1 STEP 2 STEP 3 REVIEW AND SUBMIT STEP 4

Application for a RESIDENTIAL Permit

Permit Information

EDIT

Type	RESIDENTIAL
Subtype	DECK/PORCH
Description	1200 sf
Job Value	5,000

Review the information entered.

If a correction is required, use the EDIT button next to that area to make the corrections.

Location

EDIT

14598 N OHIO ST
RATHDRUM

Contacts

EDIT

Applicant Information

ANDYS HANDYMAN (208) 446-1056
451 GOVERNMENT WAY SFORSTROM@KCGOV.US
COEUR D ALENE, ID 83816

Owner Information

SCOTT BRYAN R
14111 N OHIO CRT
RATHDRUM, ID 83858

Contractor Information

ANDYS HANDYMAN (208) 446-1056
451 GOVERNMENT WAY SFORSTROM@KCGOV.US
COEUR D ALENE, ID 83816

Fee Information

Type	PLANNING
Amount	\$35.00

Total Fees \$35.00

Attachments

To upload additional attachments click [Here](#)

Contact Information

Designer Information

Mechanical Information

Engineer Information

Select "Submit" after review.

Review the information prior to submitting.

CANCEL

PREVIOUS STEP

SUBMIT

STEP 4 CHECK/CONFIRMATION

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Permit Application

STEP 1 STEP 2 STEP 3 STEP 4 CHECKOUT/CONFIRMATION

Confirmation

PAYMENTS MESSAGE

[VIEW PERMIT](#)

Select "View Permit" to review the permit information. The permit will be in an E- application status.

Thank you for using Kootenai County Community Development's Online Electronic Permitting Service.

Additional emails may be received from our office during this process.

Once the permit has been approved and fees paid, the Applicant/Contact will receive a receipt and electronic access to the approved documents and plans.

REQUIRED: Print one (1) copy of all approved stamped plans and documents to have onsite for all inspections.

When the permit reflects an issued status.

The permit may be printed by clicking on the printer icon.

Permit #RES18-0471

 Add To Cart  Inspections

Permit Info

Site Info

Contacts (3)

Fees \$35.00

Inspections

Conditions

Reviews (2)

Type: RESIDENTIAL

Subtype: DECK/PORCH

Short Description: 1200 sf

Status: SUBMITTED

Applied Date: 7/17/2018

Approved Date:

Issued Date:

Finalized Date:

Expiration Date:

Once the status is updated as Ready to Issue, the Applicant will be notified by email to pay the fees.

Once all fees are paid, Staff will proceed with completing the permit.

REQUIRED: Please email a payment confirmation to kcbp@kcgov.us

SUBMITTING CORRECTIONS OR REVISIONS

1. Login into the User Name;
2. Select Dashboard;
3. Select the Permit Number to upload revisions to;
4. Label them as: Permit Number Correction (2,3,4, etc.);
 1. Example: RES17-3333 Site Plan Correction (2,3,4, etc.)
 2. Example: RES17-3333 Plan Revision (2,3,4, etc.)

PAYING FEES

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Hello ANDYS HANDYMAN.
Below is a Dashboard of your current activities.



My Active Permits

6 total record(s).

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	
LOC18-0128	7854 N CAR...	LOCATION	READY TO ISSUE		\$600.00	
RES18-0013	1437 E DRI...	RESIDENTIAL	READY TO ISSUE		\$353.83	
RES18-0018	1111 W SYL...	RESIDENTIAL	ACTIVE		\$200.00	
RES18-0021	1994 N CHA...	RESIDENTIAL	ACTIVE	Request	\$0.00	
RES18-0471	14598 N OH...	RESIDENTIAL	READY TO ISSUE		\$146.25	
RES18-0472	12345 N HA...	RESIDENTIAL	SUBMITTED		\$35.00	

Select the FEES DUE for the applicable permit(s).

Click here to uncheck or check all fees.

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Shopping Cart

SHOPPING CART HEADER

	Item	Type	Site Address	Amount
<input checked="" type="checkbox"/>	PERMIT (RES18-0013)	RESIDENTIAL	1437 E DRIFTWOOD ST	\$353.83

Total: \$353.83

REMOVE SELECTED ITEMS

BACK TO DASHBOARD

VIEW PAID ITEMS

PROCEED TO CHECKOUT

Proceed to Checkout. A 3% Idaho Access fee will be added to the permit fees.

The fees can be reviewed before proceeding to official payments.

PAYING FEES (CONT.)

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Checkout Summary

CHECKOUT SUMMARY

PERMIT	(RES18-0013)	1437 E DRIFTWOOD ST	
		RES/GAR/ADD PLAN REVIEW FEE	\$58.58
		BUILDING PERMIT FEE	\$195.25
		FINAL INSPECTION OF 32158	\$65.00
		PLANNING	\$35.00

Total Fees: \$353.83

- Credit Card - 3%
 - Electronic Check - \$1.50
 - eGov - Express Checkout for Repeat Customers Visit W3Schools
- Access Idaho Fee: \$10.61

Total: **Total Due: \$364.44**

[BACK TO SHOPPING CART](#)

[PROCEED TO PAYMENT](#)

This will redirect the screen from the Online Permitting website to Official Payments.

Please follow the instructions to complete payment(s).

Please print and save a copy of the receipt for recordkeeping.

REQUIRED: Please email a payment confirmation to kcbp@kcgov.us