



KOOTENAI COUNTY

COMMUNITY DEVELOPMENT

BUILDING • CODE ENFORCEMENT • PLANNING

RESIDENTIAL LOCATION PERMIT Q & A

WHAT IS A LOCATION PERMIT?

Kootenai County Building Code Ordinance #522 contains a provision that the **Property Owner** of residential property may elect to “**opt-out**” of Code requirements for Plan Review, Building Permit, and Inspections for one and two-family (duplex) residential and accessory structures on buildable parcels. This “**opt-out**” election is not available for mobile homes, manufactured homes, commercial projects, or multi-family residential structures containing three (3) or more dwelling units.

A **Location Permit** insures all structures shall comply with all applicable requirements of Title 8, Kootenai County Code regarding zoning, setbacks, storm water management, floodplain requirements and with other laws and rules.

WHEN DO I NEED ONE?

Building Permits are still required for any construction project not exempted from a Building Permit by IRC Section R105.2 unless the **Property Owner** has elected to exercise his/her option to “**opt-out**” of the Building Permit process and has obtained a **Location Permit** for the project.

A **Location Permit** may also be used to remedy an existing building code violation so long as the structure meets the requirements of the Ordinance.

CONDITIONS

Structures for which a **Location Permit** has been issued will not be required to have County Building Plan Review, Building Permit, or Inspections. **A Certificate of Occupancy will not be issued by the County for one or two family dwellings.**

The Location Permit and application shall be governed by the laws in effect at the time a complete application is received.

HOW MUCH DOES IT COST FOR A STRUCTURE LOCATION PERMIT?

A fee must be submitted along with the permit application. A Location Permit application will not be processed until all fees have been paid. The Location Permit Fee for a one or two family dwelling, including an Accessory Living Unit is \$500.00. For accessory structures, additions, and interior re-models, with a valuation of more than \$18,000, the fee is \$300.00. For all projects with a construction valuation of \$18,000 or less, the fee is based on the building permit portion of fees for a full service permit. Acceptance of the fee does not constitute approval of a project.

A permit to re-roof a structure, re-side a structure or change out windows or exterior doors is \$35.

A permit for interior improvements to a structure without a change in the original footprint of the structure is \$65.

WHO REVIEWS MY LOCATION PERMIT?

A Location permit will be processed in the same manner as a normal site disturbance or building permit application and will be subject to compliance with all other laws, ordinances and department procedures in effect at the time. The County will not coordinate approvals from outside agencies including, but not necessarily limited to the Local Fire, Highway, and Health Districts unless specifically requested to do so. No building permit plan review, building permit issuance, or building inspections, will be required. County plan review may be requested and paid for by the owner.

WHAT HAPPENS IF MY STRUCTURE LOCATION PERMIT CAN NOT BE APPROVED?

If a Location Permit application does not meet the application requirements, Community Development will provide written notice to the applicant showing reason for denial and identifying actions that may be taken to obtain approval.

IS THERE AN EXPIRATION DATE FOR MY LOCATION PERMIT?

A **Location Permit** shall expire one year after an application has been submitted. The Permit may be extended by the Building Official for an additional one-year period. If an extension request is not made by the property owner before the permit expires, the structure shall be deemed complete and transferred to the property assessment rolls. No permit shall be extended more than once.

A **Location Permit** application that has received a notice of incompleteness or denial from Community Development and has remained incomplete a minimum of 120 days may be considered abandoned.

WHAT HAPPENS IF I DO NOT GET A LOCATION PERMIT?

Any person who violates any provisions of Title 8, Kootenai County Code or additional Codes adopted therein, shall be guilty of an infraction. The Building Official may also seek equitable relief from a court of competent jurisdiction to restrain conduct in violation or to compel performance of duties established. Each structure that is in violation of any provision, and each day of an ongoing offense, will be considered a separate violation.

HOW DO I CONVERT A CURRENT PERMIT TO A LOCATION PERMIT?

A permit that is currently under review or currently active may be converted to a **Location Permit**. There will be a processing fee of \$35. Additionally, permits that are under review will be subject to the Location Permit fees above depending upon the nature of the project. If the permit is active, a fee based upon the percentage of completion of the project will be assessed in addition to the administrative processing fee of \$35.



KOOTENAI COUNTY

COMMUNITY DEVELOPMENT

BUILDING • CODE ENFORCEMENT • PLANNING

WHAT DO I NEED TO APPLY FOR A LOCATION PERMIT?

- ❑ COMPLETED LOCATION PERMIT APPLICATION (BY PROPERTY OWNER)
- ❑ DESCRIPTION OF THE INTENDED USE OF THE BUILDING OR STRUCTURE WITH SQUARE FOOTAGE (SPACE AVAILABLE ON THE APPLICATION)
- ❑ COPY OF THE CURRENT RECORDED DEED LEGALLY DESCRIBING THE PROPERTY ON WHICH THE STRUCTURE OR BUILDING IS TO BE LOCATED (THIS INFORMATION IS AVAILABLE IN THE RECORDERS OFFICE)
- ❑ **IF**, THE SUBJECT PROPERTY IS BEING HELD UNDER OWNERSHIP BY A FAMILY TRUST OR A LIMITED LIABILITY CORPORATION PLEASE PROVIDE ADDITIONAL DOCUMENTATION TO SHOW AUTHORIZATION.
- ❑ COPY OF THE RECORDED EASEMENT IF ACCESS TO THE PROPOSED STRUCTURE IS VIA AN EASEMENT (THIS INFORMATION IS AVAILABLE IN THE RECORDERS OFFICE)
- ❑ SITE PLAN SHOWING THE PROPOSED LOCATION OF THE STRUCTURE OR BUILDING, SHOWING DISTANCES FROM THE BUILDING'S GREATEST ARCHITECTURAL PROJECTIONS TO THE PROPERTY LINES AND ANY OTHER FIXED STRUCTURE, WELL, SEPTIC DRAIN FIELD, OR EASEMENT WITHIN 100' OF THE PROPOSED STRUCTURE
- ❑ DIAGRAMMATIC FLOOR PLANS OF THE STRUCTURE WITH SUFFICIENT DETAIL TO IDENTIFY THE ROOM SIZE AND FLOOR LEVELS OF THE STRUCTURE AND OVERALL AREA OF THE BUILDING.
- ❑ PLANS MUST INCLUDE AT LEAST TWO ELEVATIONS.

PLEASE NOTE: AN ORIGINAL NOTARIZED NOTICE TO TITLE SIGNED BY ALL PROPERTY OWNERS WILL BE NEEDED PRIOR TO ISSUANCE OF THE PERMIT. THIS DOCUMENT WILL BE PREPARED BY COMMUNITY DEVELOPMENT STAFF UPON APPROVAL OF ISSUANCE OF THE PERMIT. THIS DOCUMENT WILL BE RECORDED.



LOCATION PERMIT APPLICATION

KOOTENAI COUNTY COMMUNITY DEVELOPMENT
451 GOVERNMENT WAY, COEUR D'ALENE, ID (208) 446-1070

PARCEL INFORMATION	
PARCEL #: _____	SERIAL/AIN #: _____
PROPERTY OWNER	
NAME: _____	
MAILING ADDRESS: _____	
PHONE: _____	EMAIL: _____
DESIGNATED CONTACT	
NAME: _____	
MAILING ADDRESS: _____	
PHONE: _____	EMAIL: _____

JOB ADDRESS: _____

DESCRIPTION OF WORK INCLUDING DIMENSION OF STRUCTURE(S) AND PURPOSE/USE

REQUIRED PROJECT INFORMATION

NEW OR ALTERED STRUCTURAL CHANGES TO A HABITABLE STRUCTURE NEED DIAGRAMMATIC PLAN(S) OF THE STRUCTURE WITH SUFFICIENT DETAIL TO IDENTIFY THE SIZE OF ALL ROOMS AND HABITABLE FLOORS OF THE STRUCTURE.

CONSTRUCTION TYPE

<input type="checkbox"/> ADDITION/ALTERATION	<input type="checkbox"/> POLE STRUCTURE**	<input type="checkbox"/> SIDING
<input type="checkbox"/> DECK/PORCH	<input type="checkbox"/> ONE FAMILY DWELLING**	<input type="checkbox"/> TRAM
<input type="checkbox"/> FENCE >7 FEET	<input type="checkbox"/> POOL	<input type="checkbox"/> TWO FAMILY DWELLING
<input type="checkbox"/> GARAGE/CARPORT	<input type="checkbox"/> RE-ROOF	<input type="checkbox"/> WINDOW(S)
<input type="checkbox"/> HANGAR	<input type="checkbox"/> RETAINING WALL > 4 FEET	<input type="checkbox"/> OTHER

** SECONDARY DWELLINGS MAY REQUIRE AN ADDITIONAL FEE AND APPLICATION.

DEVELOPMENT INFORMATION

IS PARCEL LOCATED IN THE SPECIAL FLOOD HAZARD AREA? YES: ___ NO: ___

IF YES, A FLOOD DEVELOPMENT REVIEW WILL BE REQUIRED.

VALUATION OF IMPROVEMENT(S): _____

WILL FILL BE USED TO ELEVATE THE PROPOSED STRUCTURE? YES: ___ NO: ___ IF YES, HOW MUCH? _____ CUBIC YARDS

IS THE SITE WITHIN 500 FT OF SURFACE WATER? YES: ___ NO: ___ DOES THE SLOPE EXCEED 10%? YES: ___ NO: ___

WILL THE PROPOSED SITE DISTURBANCE AFFECT MORE THAN 1/3 OF THE PARCEL? YES: ___ NO: ___

WHAT IS THE CUBIC VOLUME OF THE PROPOSED SITE DISTURBANCE? _____ CUBIC YARDS

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

CHECK ALL THAT APPLY

	DESCRIPTION OF ITEM	\$ FEE
<input checked="" type="checkbox"/>	NEW ONE OR TWO FAMILY DWELLING	\$500.00
	RESIDENTIAL ACCESSORY STRUCTURE (ALSO SEE BELOW)	≤ \$300.00
	INTERIOR MODIFICATIONS TO EXISTING APPROVED STRUCTURES	\$65.00
	WINDOWS, SIDING, FENCES, REROOF	\$35.00
	BUILDING PLAN REVIEW (IF REQUESTED)	CONTACT OFFICE FOR FEE
	ADDITIONS, DECKS, MINOR PROJECTS	CONTACT OFFICE FOR FEE
	PUBLIC AGENCY COORDINATION (IF REQUESTED)	NO ADDITIONAL FEE
	CERTIFICATE OF COMPLETION (IF REQUESTED)	NO ADDITIONAL FEE

I AM THE OWNER OF THE REAL PROPERTY DESCRIBED HEREIN. 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. I UNDERSTAND AND AGREE TO THE FOLLOWING: *(Please initial each statement below)*

- _____ 1. COMMENCEMENT OF THE WORK SET FORTH IN THIS APPLICATION IS NOT AUTHORIZED UNTIL A LOCATION PERMIT AUTHORIZING THAT WORK IS ISSUED.
- _____ 2. LOCATION PERMITS ARE VALID FOR ONE (1) YEAR FROM DATE OF ISSUANCE.
- _____ 3. THIS APPLICATION SHALL BE DEEMED AS BEING CANCELLED IF NOT ISSUED WITHIN ONE (1) YEAR AFTER THE DATE OF FILING, UNLESS SUCH APPLICATION HAS BEEN PURSUED IN GOOD FAITH OR IS RENEWED PRIOR TO EXPIRATION.
- _____ 4. ANY PERMIT WHICH MAY BE ISSUED AS A RESULT OF THIS APPLICATION SHALL BECOME INVALID IF THE AUTHORIZED WORK IS NOT COMMENCED WITHIN ONE (1) YEAR FROM THE DATE OF ISSUANCE, OR IF THE AUTHORIZED WORK IS ABANDONED OR SUSPENDED FOR A PERIOD OF ONE (1) YEAR, UNLESS RENEWED PRIOR TO EXPIRATION.
- _____ 5. THE PROPOSED WORK MUST COMPLY WITH REQUIREMENTS OF TITLE 8, KOOTENAI COUNTY CODE AND ANY OTHER AUTHORITY HAVING JURISDICTION.
- _____ 6. PER IDAHO STATUTE, "KOOTENAI COUNTY ONE CALL" (811) MUST BE CALLED AT LEAST 2 WORKING DAYS PRIOR TO ANY EXCAVATION.
- _____ 7. 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.
- _____ 8. A LOCATION PERMIT IS REQUIRED PURSUANT TO SECTION 7.1.105 (D) OF THE KOOTENAI COUNTY CODE. A SEPARATE LOCATION PERMIT IS REQUIRED FOR EACH STRUCTURE.
- _____ 9. A SITE DISTURBANCE PERMIT MAY BE REQUIRED PURSUANT TO ARTICLE 7.1 OF TITLE 8, KOOTENAI COUNTY CODE.
- _____ 10. A BUILDING PERMIT, INCLUDING CODE COMPLIANCE PLAN REVIEW AND INSPECTIONS, WILL NOT BE PERFORMED, EXCEPT THAT A PLAN REVIEW WILL BE CONDUCTED UPON REQUEST AND PAYMENT OF APPLICABLE FEES.
- _____ 11. PERMITS AND/OR INSPECTIONS MAY BE REQUIRED BY OTHER AGENCIES WITH JURISDICTION. COMPLIANCE WITH THE REQUIREMENTS OF THOSE AGENCIES IS MY RESPONSIBILITY.
- _____ 12. UPON COMPLETION, THE COUNTY **WILL NOT** ISSUE A CERTIFICATE OF OCCUPANCY.

BY THIS SIGNATURE, I HEREBY DECLARE UNDER PENALTY OF PERJURY THAT ALL OF THE STATEMENTS MADE IN THIS AFFIDAVIT ARE TRUE AND CORRECT AND THAT THE ATTACHED 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. I ASSUME ALL RESPONSIBILITY FOR ANY INACCURACIES CONTAINED HEREIN. I AGREE TO NOTIFY KOOTENAI COUNTY COMMUNITY DEVELOPMENT IN WRITING OF ANY SUBSTANTIAL CHANGE IN LOCATION OF THE STRUCTURE THAT IS THE SUBJECT OF THIS APPLICATION.

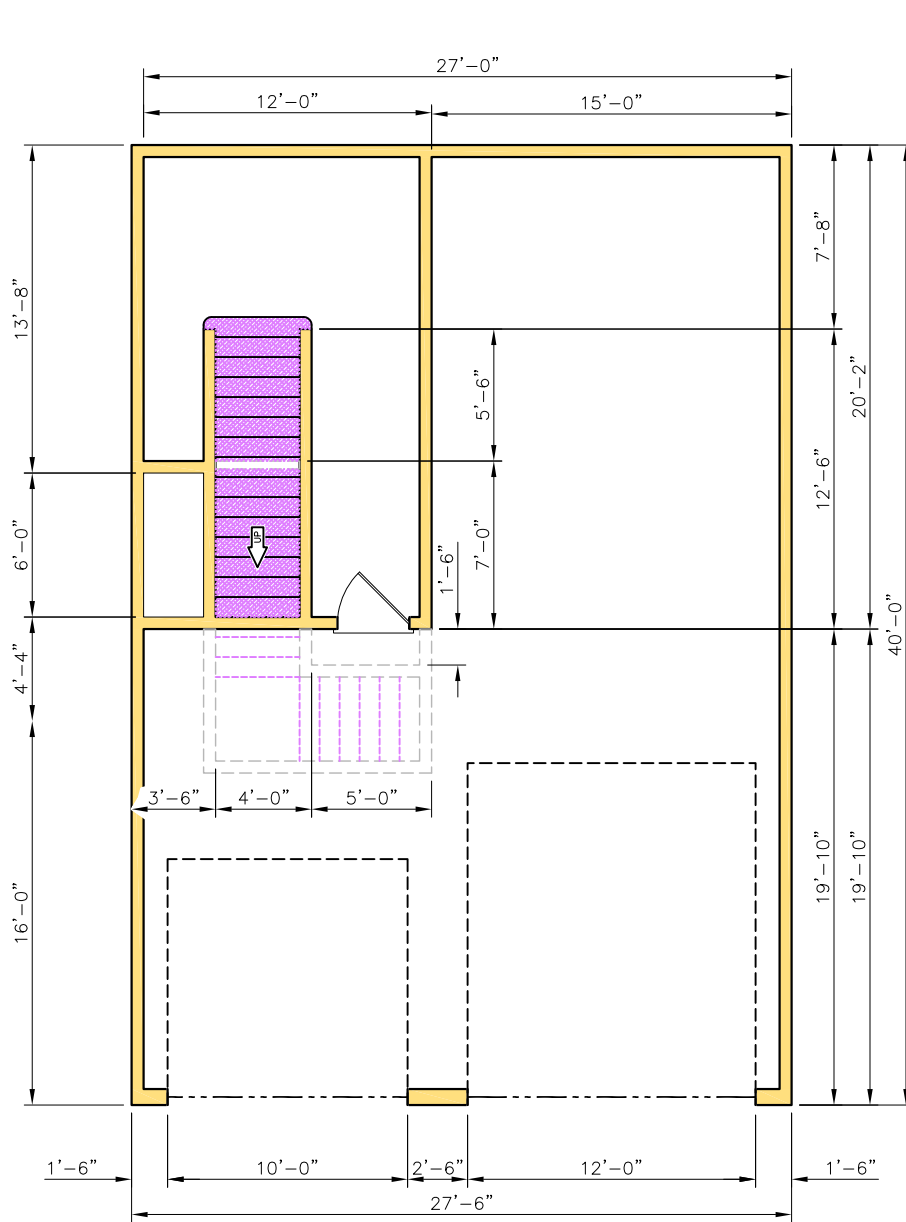
I UNDERSTAND AND ACKNOWLEDGE THAT PROVIDING FALSE OR MISLEADING INFORMATION IN CONNECTION WITH THIS PERMIT APPLICATION MAY RESULT IN DENIAL OF THE PERMIT.

PROPERTY OWNER SIGNATURE

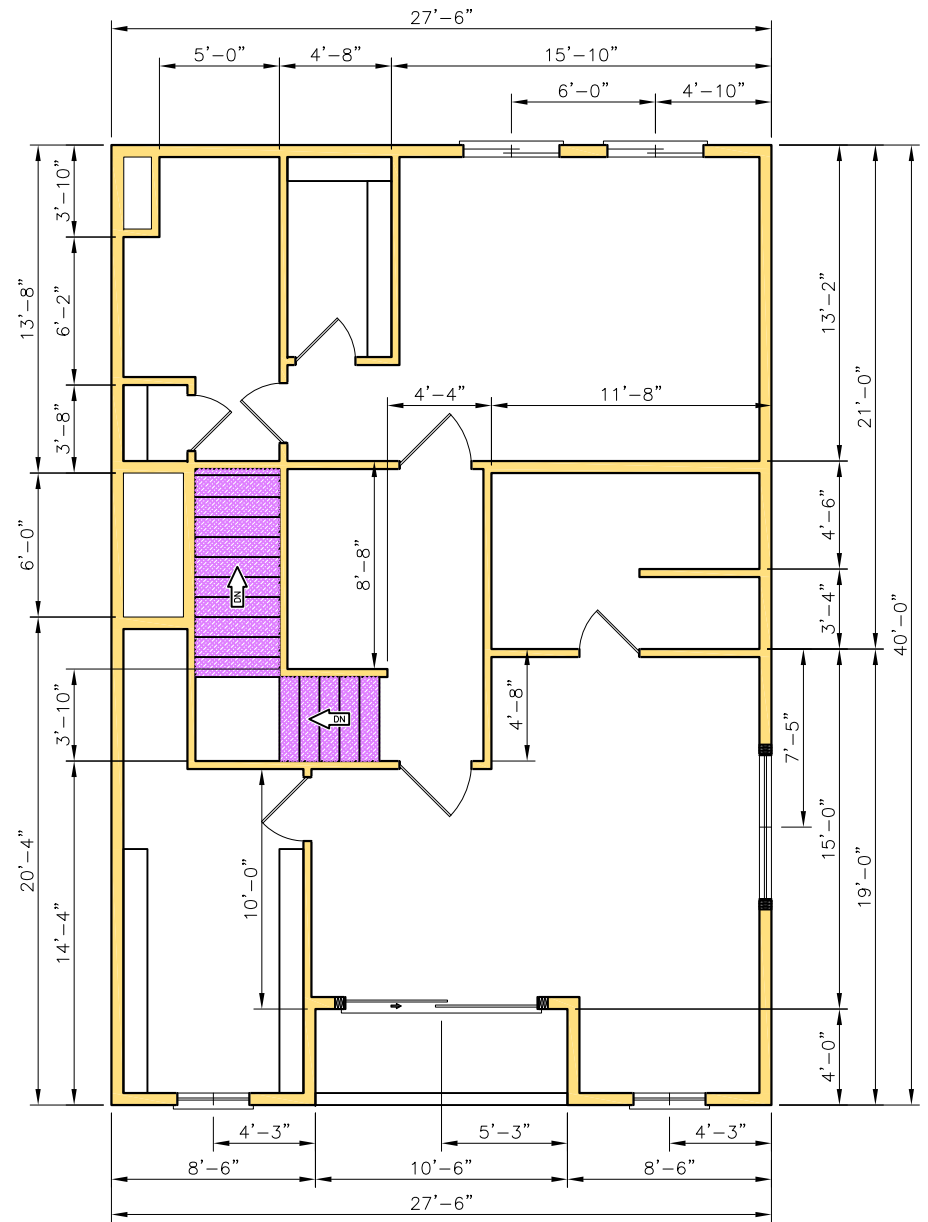
DATE

(PRINT NAME)

EXAMPLE FLOOR PLAN WITH DIMENSION



MAIN FLOOR



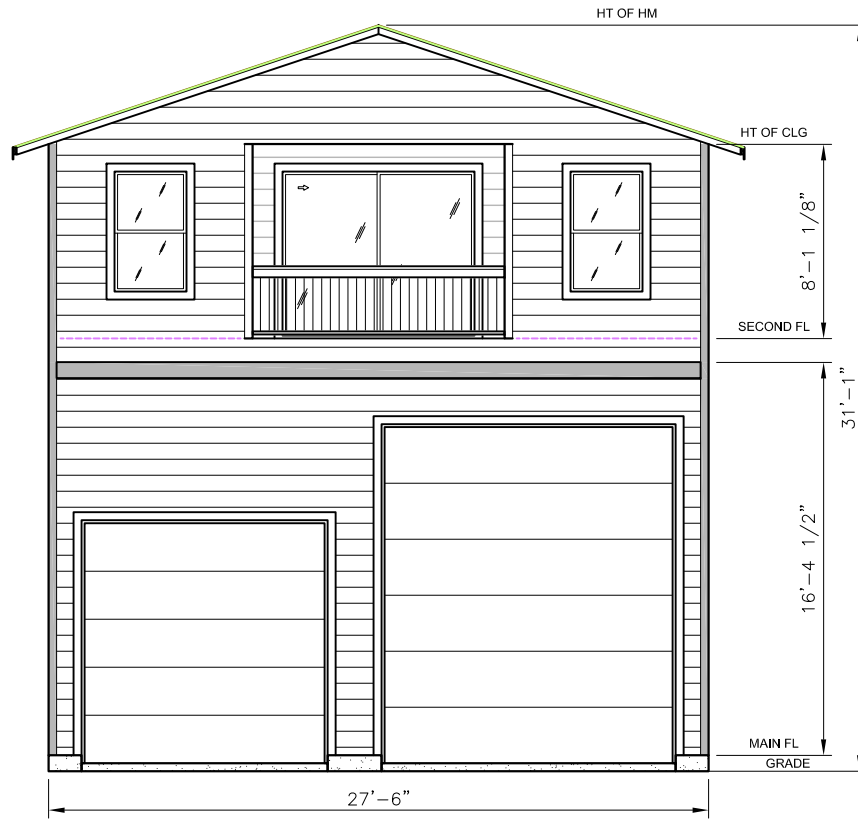
SECOND FLOOR

TOTAL SQUARE FOOTAGE : **2,200**

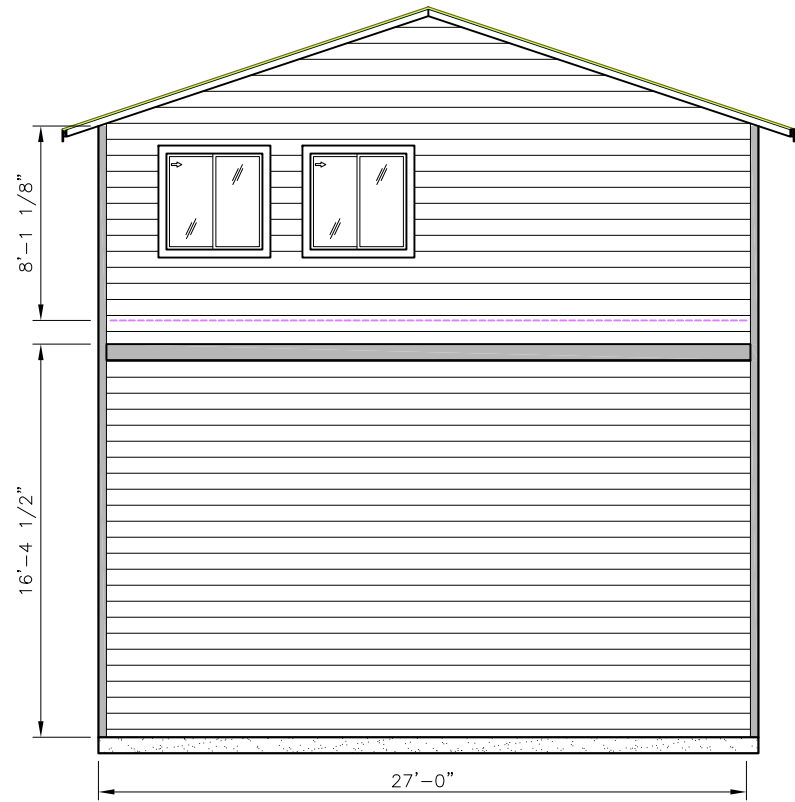
HABITABLE SQUARE FOOTAGE : **1,388**

GARAGE SQUARE FOOTAGE : **812**

EXAMPLE ELEVATIONS WITH DIMENSIONS



FRONT ELEVATION



BACK ELEVATION

SITE PLAN GUIDELINES

Kootenai County Community Development requires that the following information be shown on your site plan.

If you have any questions regarding any of the requirements, please discuss them with a Planner. An incomplete or revised site plan may result in additional fees.

YOUR SITE PLAN MUST INCLUDE:

1. LEGIBLE DESCRIPTIONS
2. The direction "North"
3. Scale: 1 Square = an even number of feet (e.g. 2 ft, 10ft, 60ft), depending upon the size of your property.
4. Be drawn on, at minimum, an 8 ½ X 11 sheet of paper.
5. Show the dimensions and boundaries of your **ENTIRE** parcel.
6. Include the location, dimensions, use of right-of-ways and easements, as well as any other structures on your parcel.
7. Show the distance **BETWEEN** existing and proposed structures and all property lines, right-of-ways, easements and other structures.
8. Include the location of all utilities, labeled existing or proposed, including septic tank and drain field, water, power, gas and telephone/cable.
9. Include the locations and dimensions of all proposed and existing roads, driveways, parking areas, patios, decks, walkways and other impervious areas.
10. Show streams, culverts, drainage ways and any other distinguishing land features such as slopes.
11. Show the extent of the area which will be disturbed by the construction activity.

PLEASE NOTE:

If this is the first structure on a parcel, it is very important that you show the exact driveway location using measurements to each property corner.

We do have an example site plan available for reference, if needed.