

iMS User Guide



Kootenai County Community Development

July 16, 2021

To navigate to the online portal, click on the following address or copy and paste into your web browser.
<https://ims.kcgov.us/ims>

Log in or if you have not registered yet, you will need to register as a New User. For more information on Registering as a New User, please consult the **Contractor Registration Guide**.

➔ Please Log In

Email	<input type="text" value="TestPerson@yahoo.com"/>
Password	<input type="password" value="*****"/>
Stay Logged In	<input type="checkbox"/> No thanks

[➔ Log in](#)

After logging in, you will be directed to the Home Screen. From this page you can apply for a permit or project, view your dashboard of active and pending records, or schedule inspections.



PRO Emulation Mode

Welcome to Kootenai County Community Development Online Services

This service is offered by Kootenai County for contractors, homeowners & design professionals to submit development plans, apply for permits, request inspections, submit code enforcement complaints and obtain contractor licenses all online. Please login or register in order to begin.

Please use the self-help tiles below to start new applications. Use the navigation bar at the top of the screen for one-click access to your recently viewed history, favorites, account dashboard, alerts & shopping cart. For further assistance please view our community development [Website](#) or call (208) 446-1040.

<h3>✓ Planning Projects</h3> <p>+ Apply for Project</p> <p>Use the "Apply for Project" button to submit development plans such as subdivisions, PUD, conditional use, zone change, etc.</p> <p><input type="text" value="Search Planning Projects"/></p>	<h3>📄 Permits</h3> <p>+ Apply for Permit</p> <p>Use the "Apply for Permit" button to apply for all building permits such as new buildings, mechanical, fences, demolition, storm repair, etc.</p> <p><input type="text" value="Search Permits"/></p> <p>📄 Permit Reports</p> <p>1</p>	<h3>🔍 Code Enforcement</h3> <p>+ Submit Complaint</p> <p>Use the "Submit Complaint" button to submit all property violations including building, planning/zoning and stormwater.</p>
<h3>📍 Property Addresses</h3> <p>📄 Map</p> <p><input type="text" value="Search Locations"/></p>	<h3>🕒 Inspections</h3> <p>📄 Scheduled Inspections</p> <p><input type="text" value="Reports"/></p>	<h3>👤 Contractors</h3> <p>+ Register</p> <p><input type="text" value="Search Contractors"/></p>

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Apply for Permit or Project

If you would like to apply for a Permit or Project, click on the "Apply for Project" or "Apply for Permit".

Planning Projects

+ Apply for Project

Use the "Apply for Project" button to submit development plans such as subdivisions, PUD, conditional use, zone change, etc.

Search Planning Projects

Reports

iMSPermits

+ Apply for Permit

Use the "Apply for Permit" button to apply for all building permits such as new buildings, mechanical, fences, demolition, storm repair, etc.

Search Permits

Reports

Next, you will need to select the type and subtype of Permit or Project.

+ Permit Type

Please select a type of Permit

- RESIDENTIAL BUILDING
- COMMERCIAL BUILDING
- MANUFACTURED HOME
- MECHANICAL
- SIGN
- FENCE
- RETAINING WALL
- SWIMMING POOL
- DEMOLITION
- STORM REPAIR
- TRAM
- SITE DISTURBANCE

+ Permit Subtype

RESIDENTIAL BUILDING

Please select one

- NEW ONE FAMILY DWELLING
- NEW TWO FAMILY DWELLING
- ACCESSORY STRUCTURE
- ACCESSORY LIVING UNIT
- ADDITION/ALTERATION
- BUILDING EXTERIOR
- DECK/PORCH
- HANGAR
- AG EXEMPT
- CHANGE OF USE
- RADIO TOWER

After the type and subtype have been selected, you will need to identify the parcel for the proposed development.

Permit Location

RESIDENTIAL BUILDING | NEW ONE FAMILY DWELLING

10%

Enter the address for the permit

[Use Map](#)
Most accurate on a GPS-enabled device

1215 N Bruss
11215 N Bruss Rd | 0292009014AB | 113120

[Discard](#) [Next](#)

In order to proceed, you will be informed of the necessary application information. If you are ready to proceed, click "I Accept".

Required Information

RESIDENTIAL BUILDING | NEW ONE FAMILY DWELLING

15%

Please note that for the permit selected the following documents and information may be required before application can be submitted.

For questions on permit requirements please visit [Our Website](#)

- Plans
- Site Plan
- Roof Design/Trusses
- Beam
- Structural Calculations
- Rescheck
- Air Seal
- HVAC Documents

[Discard](#) [I Accept](#)

Complete the Permit Description and Permit Information, as applicable for your permit or project. Once complete, click "Next". Fields marked with an orange asterisk are required.

Permit Description

RESIDENTIAL BUILDING | NEW ONE FAMILY DWELLING

20%

Please enter a description for your application.

Permit Title *
Please enter a brief description

Description *
Please describe the proposed scope of the work.

[Discard](#) [Undo](#) [Next](#)



Goto Record #



Ben Tarbutton

PRO Emulation Mode

Permit Information

RESIDENTIAL BUILDING | NEW ONE FAMILY DWELLING

35%

Please enter all required information

Project Details

Total Project Valuation *

Construction Type

Occupancy Type

All Finished Living Sq Ft *

Unfinished Sq Ft *

Finished Storage Sq Ft *

Garage Sq Ft *

Open Deck Sq Ft *

Carport/Patio W/Out Deck Sq Ft

Patio Covered Deck Sq Ft *

Bedrooms *

Bathrooms *

Stories *

Sewer or Septic *

Mechanical Details

Adding Mechanical Equipment No

Additional Contacts

Architect/Designer No
Toggle YES if Architect or Draftsmen was used

Engineer No
Toggle YES if Engineer was used

Development Information

Surface Water No
Is the site within 500 ft of surface water?

Slope No
Does the slope exceed 10%?

Disturbance Area No
Will the proposed site disturbance affect more than 1/3 of the parcel?

Disturbance Exceed No
Will the proposed site disturbance (grading, excavation, placement of fill, etc.) exceed 50 cubic yards?

Disturbance Driveway No
Will the proposed development include improvements to an existing driveway or construction of a new driveway?

Discard Undo Next

Complete Contacts information. Once finished, click "Next".

Contacts

RESIDENTIAL BUILDING | NEW ONE FAMILY DWELLING

50%

Please complete any available contacts.

Applicant

Me

Name: Ben Tarbutton

Addr: 451 Government Way

Unit:

City: Coeur d'Alene

State: ID

Zip: 83815

Mobile Number:

Ok to Text: No

Email Address: btarbutton@kcgov.us

AltPhoneNumber:

Designated Contact

Me

Full Name: Ben Tarbutton

Street Address: 451 Government Way

Unit:

City: Coeur d'Alene

State: ID

Zip: 83815

Mobile Number:

Ok to Text: No

Email Address: btarbutton@kcgov.us

Alternate Phone Number:

Owner

Me

Name: SCHRADER RICKY L

Please update owner name & information if necessary

Street Address: 1965 W HIGHWAY 53

Unit:

City: RATHDRUM

State: ID

Zip: 83858

MobileNumber:

OKToText: No

EmailAddress:

Alternate Phone Number:

Contractor

Search

Full Name:

Street Address:

Unit:

City:

State: --- SELECT ONE ---

Zip:

Mobile Number:

Ok to Text: Yes

Email Address:

Alternate Phone Number:

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Next, you will be directed to upload the requested files for the Permit or Project. We request that you upload the specific individual files for each requested file.

Upload Air Seal

RESIDENTIAL BUILDING | NEW ONE FAMILY DWELLING

65%

Please select the files to upload

Choose File No file chosen

Drag and Drop in Some Browsers

File Limitations
Size limited to: 10 MB
Accepted Formats: .JPG, .JPEG, .TIFF, .TIF, .BMP, .PNG, .PDF, .MOV, .M4A

Discard Next

After all of the requested files have been uploaded, you will need to accept the Conditions and Acknowledgment. If so, click "I Accept".

Conditions & Acknowledgement

RESIDENTIAL BUILDING | NEW ONE FAMILY DWELLING

80%

Conditions

1. THIS APPLICATION IS NOT AUTHORIZATION FOR ANY WORK TO COMMENCE.
2. THIS APPLICATION SHALL BE DEEMED AS BEING CANCELLED IF NOT ISSUED WITHIN 180 DAYS AFTER THE DATE OF FILING, UNLESS SUCH APPLICATION HAS BEEN PURSUED IN GOOD FAITH.
3. ANY PERMIT WHICH MAY BE ISSUED AS A RESULT OF THIS APPLICATION SHALL BECOME INVALID IF THE AUTHORIZED WORK IS NOT COMMENCED WITHIN 180 DAYS FROM THE DATE OF ISSUANCE, OR, IF THE AUTHORIZED WORK IS ABANDONED OR SUSPENDED FOR A PERIOD OF 180 DAYS.
4. IF AUTHORIZED BY A PERMIT, THE PROPOSED WORK MUST COMPLY WITH ALL ADOPTED CODES, ORDINANCES, STATUTES, AND POLICIES OF KOOTENAI COUNTY AND ANY OTHER AUTHORITY HAVING JURISDICTION.
5. INSPECTIONS MUST BE REQUESTED AND APPROVED PRIOR TO CONTINUING TO ANY SUBSEQUENT PHASE OF CONSTRUCTION.
6. ALL PERMITS FOR STRUCTURES OR MODIFICATIONS TO STRUCTURES THAT WILL BE OCCUPIED ARE REQUIRED TO RECEIVE A CERTIFICATE OF OCCUPANCY.
7. PER IDAHO STATUTE, KOOTENAI COUNTY ONE CALL MUST BE CALLED (811) AT LEAST 2 WORKING DAYS PRIOR TO ANY EXCAVATION.

Acknowledgement

I HEREBY ACKNOWLEDGE 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 HAVE ALSO CAREFULLY READ AND COMPLETED THIS APPLICATION AND ACKNOWLEDGE THAT THE SAME IS TRUE AND CORRECT.

With the submission of this application, the property owner hereby grants Community Development staff permission to inspect the subject site in relation to all activities subject to the permitting requirements of the Kootenai County Land Use and Development Code and Building Code, as adopted.

Discard I Accept

Please review the Permit or Project information. If you everything is correct, click "Submit".

Application Summary

RESIDENTIAL BUILDING | NEW ONE FAMILY DWELLING

80%

Location & Permit Description

Location
1965 W Highway 53
Rathdrum, ID 83858
057600000180

Permit Title *
Single Family Residence
Description *
Construction of SFR

Contacts

Applicant * Ben Tarbutton
Contractor
Designated Contact * Ben Tarbutton
Owner SCHRADER RICKY L

Requested Files

- Air Seal * ✓
- Beams ✓
- Plans * ✓
- Rescheck ✓
- Roof Design/Trusses ✓
- Site Plan * ✓
- Structural Calculations ✓

Files

Permit Information

# Bathrooms *	3
# Bedrooms *	4
# Stories *	2
Adding Mechanical Equip...	No
All Finished Living Sq Ft *	3000
Architect/Designer	No
Carport/Patio W/Out De...	0
Construction Type	VB

[More](#)

Acknowledgements

Required Information	06/22/2021
Conditions & Acknowledgement	06/22/2021

[Discard](#) [Submit](#)

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Once the application has be received, you will receive a confirmation email.

[Reply](#) [Reply All](#) [Forward](#)

 KOOTENAI COUNTY DO NOT REPLY <DONOTREPLY@ims16.com> Ben Tarbutton

Application for RESIDENTIAL BUILDING NEW ONE FAMILY DWELLING Submitted - RES21-0940

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Thank you for submitting your RESIDENTIAL BUILDING NEW ONE FAMILY DWELLING application ([RES21-0940](#)) on 06/22/2021.

Your application will be reviewed for completeness. We will contact you via email with any questions concerning your application. Click [here](#) to review your application status.

[Kootenai County Community Development](#)
451 Government Way
PO BOX 9000
Coeur dAlene, Idaho 83816-9000
kcbp@kcgov.us
T: 208-446-1040
F: 208-446-1071

Dashboard

The User Dashboard will display all of your Active, Pending, and Permits and Projects.

Welcome to Kootenai County Community Development Online Services

This service is offered by Kootenai County for contractors, homeowners & design professionals to submit development plans, apply for permits, request inspections, submit code enforcement complaints and obtain contractor licenses all online. Please login or register in order to begin.

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- iMSProjects**
 - + Apply for Project
 - Use the "Apply for Project" button to submit development plans such as subdivisions, PUD, conditional use, zone change, etc.
 - Search Planning Projects
 - Reports
- iMSPermits**
 - + Apply for Permit
 - Use the "Apply for Permit" button to apply for all building permits such as new buildings, mechanical, fences, demolition, storm repair, etc.
 - Search Permits
 - Reports
- iMSEnforce**
 - + Submit Complaint
 - Use the "Submit Complaint" button to submit all property violations including building, planning/zoning and stormwater.
 - Search Cases
 - Reports
- iMSLocations**
 - Map
 - Search Locations
 - Reports
- iMSInspections**
 - Inspection Calendar
 - Schedule Inspections
 - Reports
- iMSPros**
 - + Register
 - Use the "Register" button to sign up for a Contractor account. All licensed contractors performing work within Kootenai County must register.
 - Search Contractors
 - Reports

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Active Records indicate all applications that have been submitted. Pending Records are applications that have been started, but not yet submitted.

Dashboard Manually Linked Records

Category	Item	Count
My Inspections	Not Yet Scheduled	10
	Scheduled	2
	Completed	2
Pending Records	Planning Projects	1
	Permits	4
	Contractors	1
Active Records	Planning Projects	40
	Permits	20

Submittal of Corrected Information

To upload corrected file information, in the Active Records of your Dashboard, select the applicable Permit or Project by clicking on the blue Record Number.

Active Records

- Planning Projects 3
- Permits 15
- Contractors 2

Active Records Add All to Cart

Record No	Address	Type	Milestone	Description	Owner
SDP21-0287		SITE DISTURBANCE	Applicant Notified		TIMBERED ...
SDP21-0286		SITE DISTURBANCE	Approved		TIMBERED RIDGE HOME...

Click on Upload icon in the Files tile to upload the information.

MEC21-0345

MECHANICAL | RESIDENTIAL
Submitted 06/21/2021

Location & Permit Description Location 16157 N Ramsey Rd Rathdrum, ID 83858 057600000160 Permit Title * Description *	Contacts Applicant: Trenton Seymour Contractor: Trenton Seymour Designated Contact: Trenton Seymour Mechanical Contractor: DODSON THOMAS Owner: DODSON THOMAS	Reviews Completeness Check: Pending
Inspections Mechanical Final: Unscheduled Mechanical Rough In: Unscheduled Final: Unscheduled Gas Pressure Test: Unscheduled Exhaust Vent Press...: Unscheduled Meter Unlock: Unscheduled	Requested Files HVAC Documents: <i>Skipped</i>	Files Upload

Navigate to your file location and upload the file.

MEC21-0345 | MECHANICAL | RESIDENTIAL

Please select the files to upload

Choose Files No file chosen

Drag and Drop in Some Browsers

File Limitations
Size limited to: 10 MB
Accepted Formats: .JPG, .JPEG, .TIFF, .TIF, .BMP, .PNG, .PDF, .MOV, .M4A

MEC21-0345 Upload

Inspections

To schedule an inspection you can select the “Not Yet Scheduled” button in your Dashboard.

Dashboard

Manually Linked Records

My Inspections	Pending Records	Active Records
Not Yet Scheduled 10	Planning Projects 1	Planning Projects 40
Scheduled 2	Permits 4	Permits 20
Completed 2	Contractors 1	

Under the applicable Permit Record Number, select to inspection to be scheduled.

My Inspections

Not Yet Scheduled

Record No	Address	Milestone	Date	Type
MFD21-0031	2175 W Highway 53	Application Complete	06/18/2021	MANUFACTURED HOME
		Footing/Setbacks (Building)	---	---
		Framing (Building)	---	---
		Final (Finals)	---	---

For any questions on using iMS, please contact our office at any time.

Thank you.

Kootenai County Community Development.