

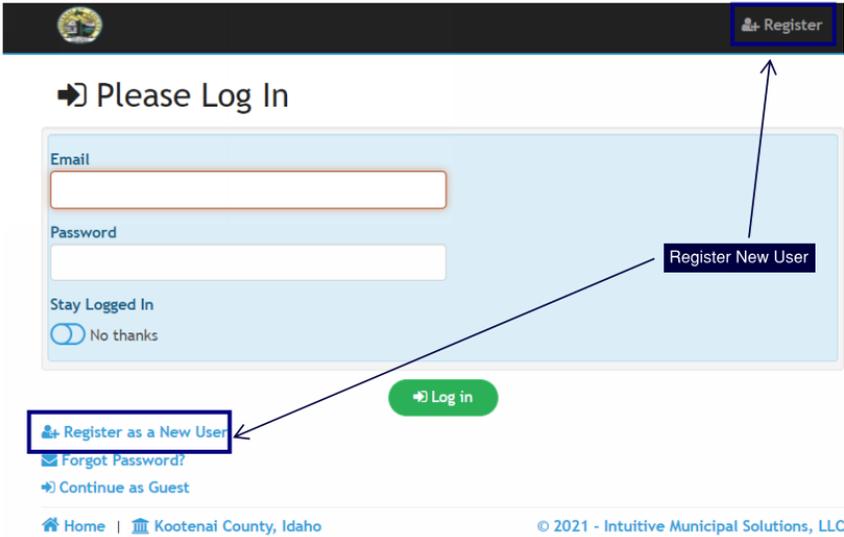
# IMS USER GUIDE FOR PLANNING PROJECTS

THIS STEP-BY-STEP GUIDE SHOWS HOW TO APPLY FOR PROJECTS USING KOOTENAI COUNTY'S IMS SYSTEM AS WELL AS HOW TO FOLLOW AND UPDATE THE PROJECT THROUGHOUT THE PROCESS.

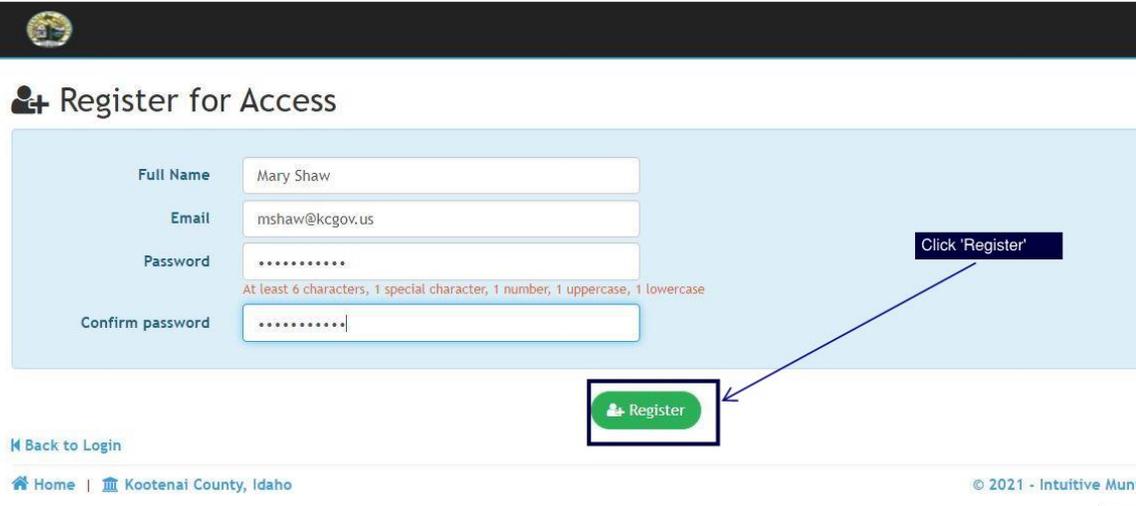
## ACCOUNT SET UP AND/OR LOGIN

All new users will need to set up a new iMS account, even if they had an eTrakit account. Contractors should reference the Contractor Registration Guide

- 1. Select 'Register as a New User'. There are multiple spots to select this option.



- 2. Fill out the spots for email address and password and click 'Register'



### 3. Login

Please Log In

Email

Password

Stay Logged In  No thanks

Click Log In

Log in

[Register as a New User](#)

[Forgot Password?](#)

[Continue as Guest](#)

[Home](#) | [Kootenai County, Idaho](#) © 2021 - In

## APPLY FOR A PROJECT

### 1. From the home page, select '+ Apply for a Project'

You can also search for existing projects with the 'Search Planning Projects' button

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.

**iMSProjects**

+ Apply for Project

Use the "Apply for Project" button to submit development plans such as subdivisions, PUO, 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**

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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## SELECT PROJECT TYPE

2. Select project application type. Some projects applications, like Conditional Use Permit, are available directly from this first page, others like major and minor subdivision, require selecting a category. This guide will follow a Conditional Use Permit application.

Goto Record #

USER Emulation Mode

### + Application Type

4%

Please select one

- ADMINISTRATIVE APPROVAL  
Cottage Industry, etc.
- CONDITIONAL USE PERMIT**
- PLANNED UNIT DEVELOPMENT
- SUBDIVISIONS & PLATS
- VARIANCE
- ZONE CHANGE

3. Select subtype.

### + Project Subtype

CONDITIONAL USE PERMIT

6%

Please select one

- COMMERCIAL**
- NON COMMERCIAL  
Organizations that qualify as a 501(c)(3)

Discard

Home | Kootenai County, Idaho

4. Select Variant, if applicable.

**+ Project Variant**  
CONDITIONAL USE PERMIT | COMMERCIAL  
8%

Please select one

Value Greater Than \$1,000,000  
 Value Less Than \$1,000,000

Discard

Home | Kootenai County, Idaho

## ENTER PROJECT INFORMATION

5. Select location by either typing in the address (not temporary address), AIN, or parcel number into the 'Find Address' field'. A list of parcels will show up below for you to select the correct one.

**Project Location**  
CONDITIONAL USE PERMIT | COMMERCIAL | Value Greater Than \$1,000,000  
10%

Please enter the Address, Ain or Parcel Number

Use Map  
Most accurate on a GPS-enabled device

415 N Government Way, PO Box 900

Search for your location by typing your Parcel, AIN, or Address in the "Find Address" box

Enter Manually

Discard Next

Or use the 'Use Map' Option. With this option you can only select the parcel by navigating the map, not by entering in information. The fields will show the information for the selected parcel.

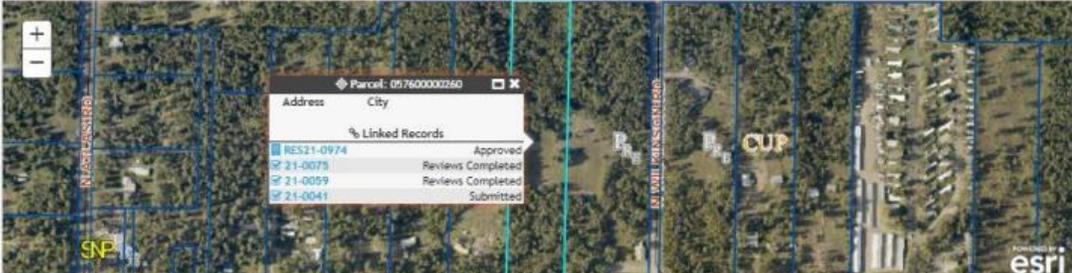
## Project Location

CONDITIONAL USE PERMIT | COMMERCIAL | Value Greater Than \$1,000,000

10%

Please enter the Address, Ain or Parcel Number

Request for Geolocation Denied



Parcel: 057600000260

Address	City	Linked Records
RES21-0974		Approved
21-0075		Reviews Completed
21-0059		Reviews Completed
21-0041		Submitted

Number: 415 N Government Way

Street Name: PO Box 9000

Unit:

City: Coeur d'Alene

AIN (Serial #): Coeur d'Alene

State: ID

Zip Code: 83816

Parcel No: 057600000260

057600000260

Discard Next

If your project is tied to multiple parcels, select one and list the rest in the project description.

6. A list of required and optional documents appears next, customized for the project type. If you do not have all required documents ready, the application should not be submitted.
7. Enter the project title and description.
  - a. For projects with plats, enter the name (e.g. Shaw Acres) in the title field.
  - b. For other projects, an identifier such as business name for CUP (e.g. Gov Way Resort or a combination Owner Name and project (Shaw Cargo Container) are good options.

## Project Description

CONDITIONAL USE PERMIT | COMMERCIAL | Value Greater Than \$1,000,000

20%

Please indicate both a title and description of your development project.

Project Title: Conditional Use Permit Project Description

Please enter a brief description

Project Description: Conditional Use Permit Project Scope

Please describe the proposed scope of the work.

Discard Undo Next

8. Enter project details. The contents of this tile vary greatly depending on the application type.

**Project Details**

CONDITIONAL USE PERMIT TYPE \* ... SELECT ONE ...

Applicant is Owner  No  
Are you the legal owner of the property?

**Property Details**

Change In Legal Description  No  
Has there been a change in the legal description since the pre-application conference

Public Road Access  No  
Does the property have direct access from a public road?

Easement Require to Access Property  No

Sensitive Areas  No  
Is any portion of the property within sensitive areas

Pre Application Conference Number \*

Discard Undo Next

If you have not completed a Pre-application meeting, you will not be able to move forward with the application.

9. Enter contact information. The applicant can click 'Me' in the banner to automatically fill in the contact information from their iMS profile.

The owner name and address will be automatically filled from county records, which may not be up-to-date. If ownership has changed or the owner's address has changed, these should be updated in this step (this does not officially change these records for purposes like tax billing).

**Contacts**

CONDITIONAL USE PERMIT | COMMERCIAL | Value Greater Than \$1,000,000

DESIGNATED CONTACT: Email Address is required

Please complete any available contacts.

**Applicant** Me

Name: Bobby K. Limerick

Street Address: 3010 Bentington Place

Unit:

City: Kennewick

State: WA

Zip: 99336

Enter first 5 digits of zip code:

Ok to Text:  No

Email Address: bklimerick@momentum.com

**Designated Contact** Me

Name: Trisha S. Prior

Company:

Street Address: 15521 N. Sandy Blvd.

Unit:

City: Coeur d'Alene

State: WA

Zip: 83816

Enter first 5 digits of zip code:

Mobile Number: (509) 919-2066

Ok to Text:  No

Email Address: tsp@gmail.com

Ok To Email:  Yes

**Owner** Me

Name: Bobby K. Limerick

Please update owner name & information if necessary.

Street Address: 3010 Bentington Place

Unit:

City: Kennewick

State: WA

Zip: 99336

Enter first 5 digits of zip code:

Mobile Number: (509) 783-2000

Ok To Text:  Yes

Email Address: bklimerick@momentum.com

Alternate Phone Number:

Discard Undo Next

A phone number and/or email address should also be entered for the owner.

**NOTE: DO NOT ENTER CONTACT INFORMATION FOR THE OWNER THAT ACTUALLY BELONGS TO SOMEONE ELSE.** For example, if you are a consultant filling out an application on behalf of a property owner, your phone number or email address should not be used for the owner.

## SUBMITTING DOCUMENTS

- Documents are submitted individually in the following tiles. Specific documents are asked for, and required documents must be uploaded to submit the application. Please pay attention to the heading.

The screenshot shows a web interface for uploading a floor plan. At the top, there is a header with a blue arrow pointing left and the text "Upload Floor Plan". Below this, a breadcrumb trail reads "CONDITIONAL USE PERMIT | COMMERCIAL | Value Greater Than \$1,000,000". The main content area has a dark grey bar with the text "Please select the files to upload". Below this is a file selection area with a "Choose File" button and the text "Floor plan.pdf". A note says "Drag and Drop in Some Browsers". There is a "File Limitations" section stating "Size limited to: 100 MB" and "Accepted Formats: .JPG, .JPEG, .TIFF, .TIF, .BMP, .PNG, .PDF, .DOC, .DOCX, .XLS, .XLSX, .MMA". At the bottom of the form are three buttons: "Discard" (orange), "Skip" (grey), and "Next" (green). The footer includes "Home | Kootenai County, Idaho" and "© 2021".

## ACKNOWLEDGMENTS

- Read the acknowledgements and either accept them or discard the application

The screenshot shows a web interface for the acknowledgement step. At the top, there is a header with a blue triangle icon and the text "Acknowledgement". Below this, a breadcrumb trail reads "CONDITIONAL USE PERMIT | COMMERCIAL | Value Greater Than \$1,000,000". The main content area has a grey background with the text "I UNDERSTAND:" followed by a list of bullet points:

- Failure to provide a complete application will delay and may result in denial of your request.
- This application is subject to acceptance and scheduling by Kootenai County Community Development upon determination that it is complete.
- The Applicant is responsible for demonstrating that the proposal meets the requirements of Kootenai County Land Use and Development Code, the Comprehensive Plan, Idaho Code and the requirements of agencies.
- The Applicant is responsible for resolving any problems associated with the project.
- Fees are non-refundable.
- If approved, the approval is limited to the proposed request in this application. Additions or modifications to the proposal may require an additional application.
- All submitted information, attachments, and exhibits are true and accurate to the best of my knowledge.
- I hereby authorize Kootenai County Community Development to enter onto and inspect the property and structures that are the subject of this application.

At the bottom of the form are two buttons: "Discard" (orange) and "I Accept" (green). The footer includes "Home | Kootenai County, Idaho" and "© 2021 - Intuitive Municipal Solutions" with a "Select Language" button.

## APPLICATION REVIEW

12. Review project information, edit if necessary, and submit

The screenshot displays a multi-panel application review interface. The panels are arranged in a grid:

- Basic Information:** Includes fields for Location (166298 Unknown, Coeur D Alene, ID 83814, 50N03W151700), Project Title (\* asdf), and Project Description (\* asdf).
- Contacts:** Lists Applicant (Rebecca Perkins), Designated Contact (\* Rebecca Perkins), and Owner (\* Rebecca Perkins) as Planner.
- Requested Files:** A list of files with status 'Skipped', including Floor Plan (\*), Four (4) Site Photos & Key (\*), Narrative Document (\*), Notarized Authorization (\*), Photos (\*), Site Plan (\*), Site Plan (\*), Supplemental Docs as Required, Supplemental Docs as Required, Title Report (\*), and Title Report/Deed.
- Files:** A section for uploading files, currently empty.
- Project Details:** A checklist of project requirements with 'No' responses: Applicant is Owner, Change In Legal Descript..., CONDITIONAL USE PERMI... (AIRPORT/AIRSTRIPS), Easement Require to Acc..., Pre Application Conferen... (pre21-0532), Public Road Access, and Sensitive Areas.
- Acknowledgments:** Shows Required Information and Acknowledgement, both dated 07/16/2021.

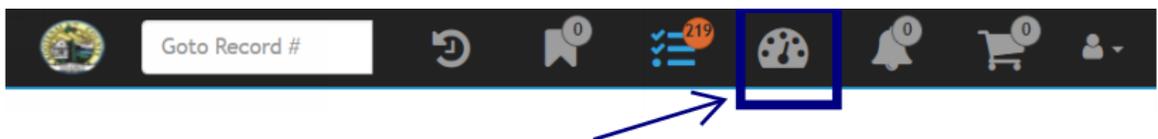
NOTE: This screenshot is from iMS testing. You will not be able to skip required documents

13. You will automatically receive an email about your submittal

## INCOMPLETE PROJECTS

Incomplete projects will show up in your user dashboard as “Pending Projects.”

1. Click the dashboard icon in the header



2. Under Pending Records, select Planning Projects

Dashboard

Manually Linked Records

My Inspections	Pending Records	Active Records
Not Yet Scheduled: 1	<input checked="" type="checkbox"/> Planning Projects: 1	<input checked="" type="checkbox"/> Planning Projects: 13
Scheduled: 5		<input type="checkbox"/> Permits: 114
Completed: 81		

Completed Records	Expired Records
<input checked="" type="checkbox"/> Planning Projects: 251	<input type="checkbox"/> Permits: 23
<input type="checkbox"/> Permits: 19	

3. If there are multiple projects, select one from the list to continue the application

Pending Records

### Planning Projects

Type	Date	Address
<input checked="" type="checkbox"/> <input type="checkbox"/> SUBDIVISIONS & PLATS	7/16/2021	
<input checked="" type="checkbox"/> <input type="checkbox"/> CONDITIONAL USE PERMIT	7/16/2021	166298 Unknown

[Dashboard](#)  
[EXIT Dashboard](#)

## WORKING WITH ACTIVE RECORDS

1. To view active projects, select Planning Projects from the Active Records Tile

Dashboard Manually Linked Records

My Inspections	Pending Records	Active Records
Not Yet Scheduled 1	☑ Planning Projects 1	☑ Planning Projects 13
Scheduled 5		📄 Permits 114
Completed 81		

Completed Records	Expired Records
☑ Planning Projects 251	📄 Permits 23
📄 Permits 19	

And select the record

2. Here you can view the project information. What you are able to view changes if you are not one of the contacts in the file for the project.