



KOOTENAI COUNTY

COMMUNITY DEVELOPMENT

RESIDENTIAL BUILDING PERMIT SUBMITTAL GUIDE

The following has been put together to be an aid for applicants to help prepare complete and accurate submittals. Depending on the location, complexity and other unknown factors specific to a proposed structure, there may be other requirements not listed in this handout.

Please note that this handout is intended for construction Code information and does not cover most Planning, Zoning and Site Disturbance requirements.

Applicants are encouraged to contact staff with permitting questions. Remember, the staff is the only source of accurate information. A list of the Community Development staff is available here: [Staff Directory • Community Development \(kcgov.us\)](#)

GETTING STARTED

Each applicant should have ONE person who is responsible for compiling a complete and accurate submittal package for a building permit. This person should be the DESIGNATED CONTACT PERSON on the Building Permit Application.

One of the most helpful tools that we have is the PLAN REQUIREMENT CHECKLIST that is included in the Building Permit Application (see the link below for all application forms). It cannot be stressed enough the importance for all applicants to review their plans and supporting documents item by item in the checklist to make sure everything required is included in the submittal. Most delays in the permit process are a result of incomplete, inaccurate, and conflicting or unclear construction documents. Plan review times are very dependent on how complete and accurate a submittal package is. Please review all documents for completeness and accuracy before it is submitted. In fairness to others, incomplete applications or submittal packets may be rejected.

Permits can be applied for, paid for, and issued and all permit progress viewed online in the IMS permitting system. IMS Log in registration for new users is located here: <https://ims.kcgov.us/ims/Account/Register?returnurl=%2Fims>

Some permits such as mechanical, re-roof, siding and window replacement, which do not require plans, can usually be issued the same day without the need to come into our office.

All permit applications are required to be completed in their entirety. The permit applications and other relevant forms are available here: [Application & Permit Forms | Kootenai County, ID \(kcgov.us\)](#)

OTHER IMPORTANT INFORMATION

In most cases, approval from relevant outside Public Agencies will be also required before a permit can be issued. The most notable but not necessarily all are Panhandle Health District as well as the relevant Fire and Highway Districts. Each applicant is strongly encouraged to contact the relevant Public Agencies directly to find out if they have additional requirements and/or fees. Contact information for most Public Agencies is located here:

[List-of-Public-Agencies-PDF \(kcgov.us\)](#)

ELECTRONIC PERMIT SUBMITTAL IS REQUIRED. With electronic submittals, no printed documents are initially required. All submittal files are required to be in PDF format when uploaded to the IMS system. After the building permit is approved and issued, the construction plans and all supporting documentation are required to be printed and must be always kept on the jobsite. This is a very important requirement because the Building Inspectors require them as reference for inspections. Inspections will not be performed if the printed approved construction documents are not on the job site.

Plans submitted for review are required to be complete, accurate, drawn to scale and clearly show current code compliance. They must be clear enough that a qualified person could interpret what and how a structure is to be built without additional input. All significant construction requirements must be clearly and accurately indicated on the plans. Please also note:

- If generic details and notes are used on the plan, include ONLY those which specifically apply to the proposed project and omit all others.
- Purchased stock plans with significant changes will be required to be re-drafted to the actual intended scope of work.
- Mirrored plans are not approvable.
- “Future” items on the plans are not approvable.
- All rooms/spaces must be labeled for the intended use. Terms like “BONUS ROOM” and “LOFT” are not considered as an intended use.
- Notations for missing components such as “BY OTHERS” are not approvable.
- Plans noted as “PRELIMINARY” or “NOT FOR CONSTRUCTION” are not approvable.

THE FOLLOWING ARE THE RELEVANT CODES AND DESIGN CRITERIA FOR RESIDENTIAL CONSTRUCTION AND SHALL BE NOTED ON THE PLANS

As of January 1, 2020, the following are the current construction codes adopted by Kootenai County by Ordinance 608. (Contact Idaho Division of Occupational and professional Licenses for electrical and plumbing code and permit information)

CODES:

Link to the ICC FREE Building Code Library:

<https://codes.iccsafe.org/public/collections/I-Codes>

- 2018 International Residential Code Parts I through VI, & Appendix G
- 2018 International Building Code
- 2018 International Fire Code
- 2018 International Energy Conservation Code

- 2018 International Mechanical Code
- 2018 International Fuel Gas Code
- 2018 International Existing Building Code
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DESIGN CRITERIA:

- Seismic Zone C
- IRC prescriptive Ultimate Design Wind Speed 115 mph with correct exposure B, C, or D; IBC for engineering purposes as required per IBC §1609.
- Assumed soil bearing pressure 1500 psf
- Minimum frost burial depth of footings: 24”
 - Flat roof snow loads; Kootenai County snow load map located here: [Snow-Load-PDF \(kcgov.us\)](#)
 - Zone A: Minimum 40 psf and prescriptive IRC requirements.
 - Zone B: Minimum 50 psf and prescriptive IRC requirements.
 - Zone C: Minimum 60 psf and prescriptive IRC requirements.
 - Zone D: An Idaho licensed engineer is required to determine the parcel specific design snow loads based on ground snow load calculated in accordance with “Ground and Roof Snow Loads for Idaho”. An Idaho licensed engineer is then required to determine the building design using that calculated snow load. At the discretion of the engineer, the prescriptive provisions of the IRC may be used.
- Kootenai County Building Ordinance 608 also has all relevant local amendments to some of the construction codes, located here: [Ordinance-Number-608-Building-Code-Ordinance-PDF \(kcgov.us\)](#)
- All other relevant Kootenai County Community Development Ordinances and Resolutions are located here: [Building Ordinances, Statutes & Rules | Kootenai County, ID \(kcgov.us\)](#)
- The Idaho Building Board and the Idaho HVAC Board have amendments to the Codes as they are adopted by the State of Idaho Legislature. Current Idaho Statute and Administrative Rule information can be found here:
 - [Chapter 41 – Idaho State Legislature](#)
 - [Chapter 50 – Idaho State Legislature](#)
 - [IDAPA 24 - Division of Occupational and Professional Licenses.book \(idaho.gov\)](#)
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MOST COMMON ENGINEERING REQUIREMENTS

If engineering is required by Code not only construction plans stamped by the engineer, but the engineer’s stamped supporting calculations are required. If separate stamped structural design plans are not provided, all engineering details are required to be transferred onto the single set plans, coordinated and consistent with the engineering design, and all relevant plan sheets stamped by the engineer.

THIS LIST BELOW INCLUDES THE MOST COMMONLY REQUIRED “STAMPED” ENGINEERING AND IS NOT INTENDED TO BE A COMPLETE LIST. FURTHER ENGINEERING MAY BE REQUIRED FOR COMPONENTS THAT ARE NOT PRESCRIPTIVE IN THE CODE.

- All structures exceed three stories in height by the International Residential Code definitions.

- Any design which is not a prescriptive method found in the International Residential Code such as wall lines exceeding wall bracing limits.
- Any alteration or addition which is attached to or affects the structural members of an engineered design such as pole building and manufacture home additions or alterations.
- Most unrestrained exterior bearing walls exceeding 10' in height.
- Beams and their support which are not loaded uniformly, supporting a point load, or have long spans. It is important to remember that the entire load path to the ground requires engineering. That includes column and foundation support.
- Any restrained concrete or masonry wall with unbalanced backfill exceeding 8' in height (9' total wall height).
- All detached retaining walls exceeding 4' in height measured from the bottom of the footing to the top of the wall. It is important to remember retaining walls less than 4' in height may also require an engineered design if there is additional surcharge such as an adjacent slope or driveway.
- Any building site exceeding 33% of slope requires an engineered foundation design if the prescriptive IRC slope setbacks are not met.
- Most cut or fill slopes which exceed a ratio of 2 horizontal to 1 vertical require engineered retaining wall design.