



CITY OF POTLATCH

Building Permit Application

Application Submittal

Plans, applications and other written correspondence must be submitted electronically. Please ensure plans, application and checklist are complete to reduce the number of delays. If you need assistance or do not have digital plans, please contact our office.

Other Permit Contacts

State of Idaho Inspections:

Electrical and Plumbing

Permit Support:

(208) 334-3950

State Inspection Request Line

(Electric and Plumbing)

dopl@dopl.idaho.gov

Permit site: dopl.idaho.gov

Latah County Inspections:

(208) 883-7220

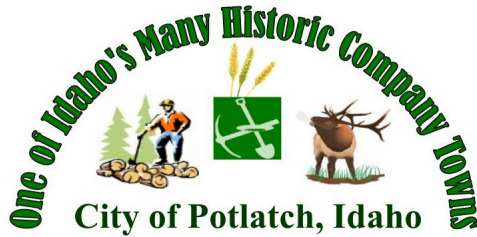
Email:

PB@LATAHCOUNTYID.GOV

Available Supplemental Information:

- Additional Handouts
- Complete Building Permit Checklist
- Foundation Waterproofing and Damp-Proofing
- Hazardous Locations for Glazing
- Stairways, Landings, Guards, and Handrails
- Insulation & Ventilation Requirements

IMPORTANT: Zoning approvals may impose additional conditions that must be satisfied prior to permit issuance/construction, or as a condition of final permit approval.



BUILDING PERMIT APPLICATION REQUIREMENTS

Please ensure all documentation is complete prior to submission to avoid delays in the permitting process. *Permits will not be accepted unless all documentation is provided at the time of submission.*

To obtain a permit for new construction, the following items are required with the application. Idaho Code requires applications with missing information be deemed incomplete until all the required information has been submitted.

- **Complete submittal of the building permit application** including applicant information, contact information, contractor information, address or parcel number.
- **Signature:** The property owner(s) are required to sign the application.
- **Zoning approval** completed by City Clerk and/or Planning and Zoning Commission as necessary. The City Clerk will make sure all permit setbacks requirements are met and any zoning permits obtained (Conditional Use, Variance, Re-Zone, etc). City Clerk will confer with Potlatch Planning and Zoning Commission if more information is need regarding zoning permits and buildability of parcel.
- **Site plan** with an image of the parcel that includes distances from each property line, shows utilities, easements, infrastructure (water/sewer lines), and other structures/items on the parcel. See permit packet for more information.
- **Driveway plan** showing where the driveway will access the property and the drive to the structure as outlined in the permit application. Driveway plans can be included in the site plan.
- **Plans** demonstrating how the building will be constructed to code. Refer to the building permit application/checklist for items required for plan submittal. Typically, structures approved under the IBC and some structures under the IRC require plans designed and stamped by an Idaho licensed design professional (architect or engineer). Check with the Latah County Planning and Building office prior to designing your plans for required design standards. Once approved, plans must be printed to scale and available on site for the inspector.
- **Engineering documentation if required based on permit.** Stamped, signed, and dated by the engineer. All trusses are required to be engineered to meet the required snow load.

In addition to the above, please check each permit packet for additional requirements. Initial determination of completeness does not guarantee plan review or that additional information will not be needed during the plan review process.



BUILDING PERMIT APPLICATION

CITY OF POTLATCH

Leave blank or write in parcel number (if known) if no address has been assigned

↓ BP #

JOB ADDRESS:			
(number)	(road name)	(city)	(zip code)
IF NO ADDRESS HAS BEEN ASSIGNED OR DRIVEWAY LOCATION HAS CHANGED, A NEW ADDRESS IS REQUIRED			
Point of Contact: ☐ Owner ☐ Contractor ☐ Engineer/Architect ☐ Other:		Preferred Method of Contact: ☐ Text ☐ Phone ☐ Email	
OWNER:		Mailing Address:	
Phone:	Cell #:	Email:	
CONTRACTOR:		Mailing Address:	
Phone:	Cell #:	Email:	License #:
ENGINEER/ARCHITECT:		Mailing Address:	
Phone:	Cell #:	Email:	License #:
This building has: ☐ Plumbing ☐ Electrical ☐ None We will not schedule a framing inspection if you haven't submitted your state electrical and plumbing permit numbers to this office. Please get us these numbers as soon as they are issued.		Plumbing permit:	Electrical permit:
# Of Existing Dwellings on Parcel	# Of other structures on parcel	Uses on parcel:	
Please describe the type of work you will be completing and what this structure will be used for:			
<i>*Many types of structures are required to have plans stamped by a design professional. Please contact the Building Department prior to plan submittal for a determination.</i>			
Class of Work: ☐ New ☐ Addition ☐ Alteration ☐ Repair ☐ Move ☐ Change of Use		Approximate size of new structure:	
Authorization and Notice			
THE PERMIT APPLIED FOR WITH THIS APPLICATION BECOMES NULL AND VOID IF NO INSPECTION IS REQUESTED AND PERFORMED FOR THE WORK AUTHORIZED WITHIN 180 DAYS FROM DATE OF ISSUANCE AND/OR IF NO INSPECTION IS REQUESTED AND PERFORMED FOR A PERIOD OF 180 DAYS FROM THE MOST RECENT INSPECTION. THE COUNTY HAS NO RESPONSIBILITY TO MAKE YOU AWARE OF YOUR PERMIT'S EXPIRATION AND ANY NOTIFICATION YOU MAY RECEIVE IS A COURTESY; YOU ARE ACCOUNTABLE FOR THE PERMIT'S STATUS. I AGREE THAT PURPOSELY SCHEDULING AN INSPECTION MORE THAN 48 BUSINESS HOURS IN ADVANCE OF THE INSPECTION WAIVES MY RIGHTS PRESCRIBED UNDER IDAHO CODE SECTION 39-4117. FURTHERMORE, THIS PERMIT IS VOIDABLE AND MAY BE REVOKED BY THE COUNTY IF THERE IS ANY MISREPRESENTATION IN THIS APPLICATION, INCLUDING BUT NOT LIMITED TO MISREPRESENTING THE LOCATION OF THE PROPERTY LINES OR IF THERE IS A FAILURE TO PERFORM THE WORK AS REPRESENTED IN THE APPLICATION. BY SUBMITTING THIS APPLICATION, THE APPLICANT AND PROPERTY OWNER VOLUNTARILY CONSENT TO AND AUTHORIZE LATAH COUNTY STAFF AND CITY STAFF TO VISUALLY AND PHYSICALLY ASSESS AND DIGITALLY RECORD THE SUBJECT PROPERTY FOR PURPOSES OF APPLICATION REVIEW, INSPECTION, VERIFICATION, COMPLIANCE REVIEW, AND ENFORCEMENT OF APPLICABLE LAWS AND REGULATIONS. ANY VIOLATIONS OR UNLAWFUL CONDITIONS OBSERVED DURING LAWFUL ENTRY MAY BE INVESTIGATED AND ENFORCED IN ACCORDANCE WITH APPLICABLE LAW. REVOCATION OF CONSENT TO ENTER MAY BE GROUNDS FOR THE PERMIT TO BE WITHHELD, SUSPENDED, REVOKED, OR NOT RENEWED. THE APPLICANT/OWNER/CONTRACTOR ARE RESPONSIBLE FOR KNOWING THE LOCATION OF THE PROPERTY LINES AND FOR REPRESENTING THEM TO THE COUNTY ACCURATELY. THE COUNTY IS NOT RESPONSIBLE FOR KNOWING OR VERIFYING THE LOCATION OF PROPERTY LINES AND VERIFICATION OF SUCH IS NOT PART OF ANY INSPECTION CONDUCTED BY THE COUNTY. THE COUNTY RELIES ON THE APPLICANT/OWNER/CONTRACTOR'S REPRESENTATIONS REGARDING THE PROPERTY LINES TO CHECK SETBACKS, ENSURE THE STRUCTURE IS BUILT ON THE PROPERTY INDICATED AND FOR COMPLIANCE WITH CODES. IF THE OWNER/APPLICANT/BUILDER IS NOT AWARE OR UNSURE OF THE LOCATION OF THE PROPERTY LINES, THE OWNER IS RESPONSIBLE FOR PROCURING A SURVEY TO LOCATE THE PROPERTY LINES. THE APPLICANT OR OWNER IS RESPONSIBLE FOR ANY DAMAGES THAT MAY ARISE FROM ANY MISREPRESENTATION ON THIS APPLICATION OR ON ANY PROPERTY. COMMENCEMENT OF CONSTRUCTION PRIOR TO THE ISSUANCE OF A BUILDING PERMIT OR IN VIOLATION OF ANY CODE, IS DONE WITH THE UNDERSTANDING THAT ALL WORK WILL BE REMOVED, AND PROPERTY CONDITIONS MAY BE REQUIRED TO BE RESTORED, IF A PERMIT IS NOT ISSUED OR IF IT IS REVOKED, AND THAT IF A PERMIT IS ISSUED THE PERMIT SHALL BE SUBJECT TO ADDITIONAL FEES. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER FEDERAL, STATE OR LOCAL LAW.			
I HEREBY CERTIFY THAT I HAVE READ, EXAMINED, AND UNDERSTAND THIS APPLICATION AND NOTICE AND CERTIFY THIS APPLICATION TO BE TRUE AND CORRECT.			
a. Signature of Property Owner* (required)	b. Date	c. Signature of Applicant (if different than property owner)	d. Date
a. Signature of Contractor	b. Date		

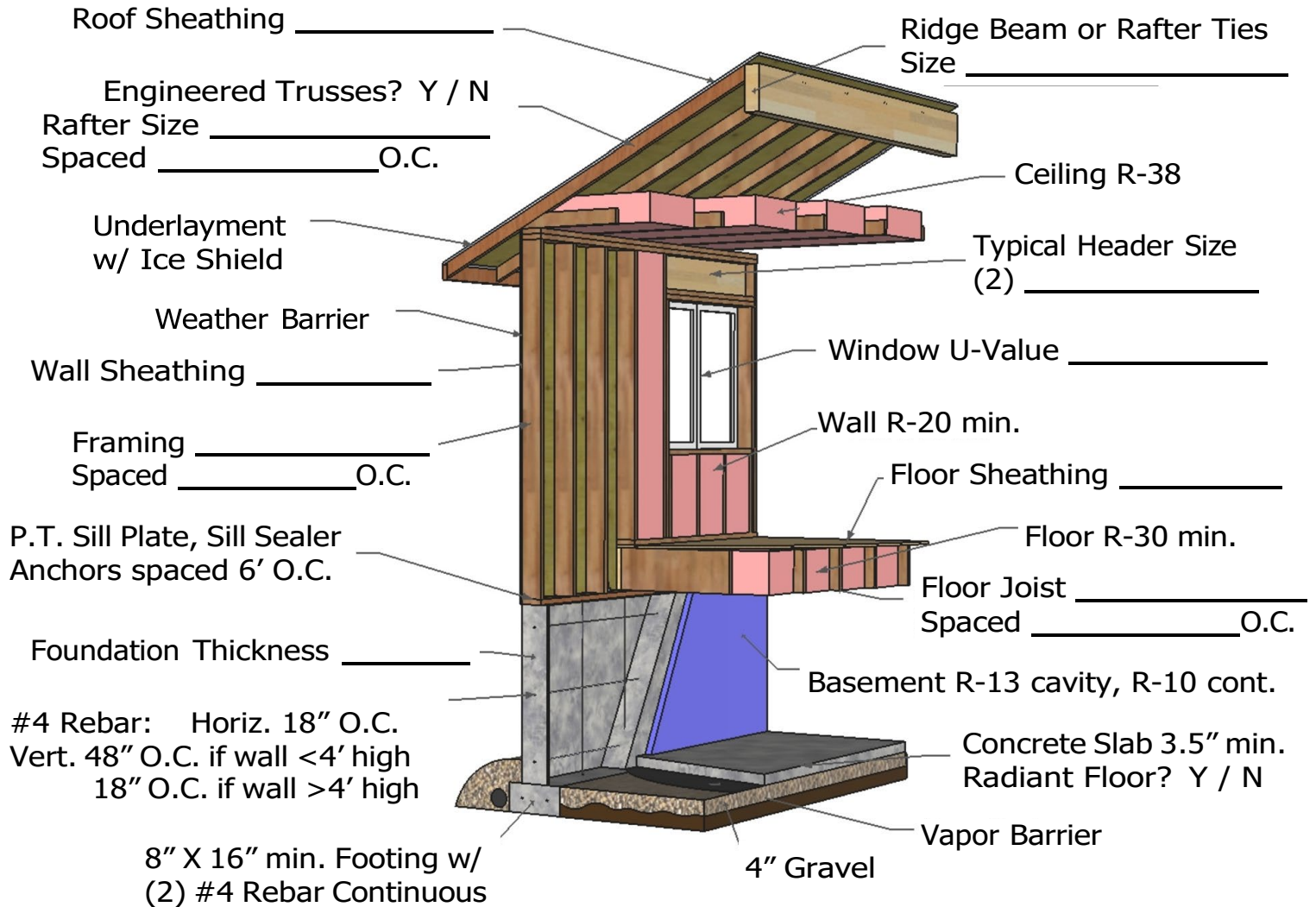
OFFICE USE ONLY

Verified and Approved Zoning

Date:

Please include any land use applications or zoning approvals

WALL SECTION DETAIL



- Footings must be placed 30" below grade on undisturbed soil
- Dampproofing and subsoil drain required when retaining usable space
- Attic and Crawlspace must be adequately ventilated
- Provide any engineered designs/layouts. i.e.: Trusses, I-Joists, etc.
- Special conditions may require additional elements
- Other building details must be provided in addition to this form